



*Working together, restoring the river*

*James W. Ridgway, P.E.  
Executive Director*

## DRAFT AGENDA EXECUTIVE COMMITTEE MEETING

Thursday, September 11, 2008, 1:30 p.m.  
Canton Administrative Building, 1150 Canton Center Rd.,  
Meeting Room A

1. **Welcome** – Gary Mekjian, Vice Chair
2. **Roll Call of Members** (ECT) and record of others present.

<i>Alliance of Rouge Communities Executive Committee</i>		
<b>Officers</b>		
<b>Chair</b>	<b>Vacant</b>	
<b>Vice-Chair</b>	Gary Mekjian	Southfield
<b>Treasurer</b>	Tim Faas	Canton
<b>Past Vice-Chair</b>	Wayne Domine	Bloomfield Township
<b>Counties</b>		
<b>Oakland Co. – Rep.</b>	John McCulloch	OCDC
<b>Oakland Co. – Alt.</b>	Phil Sanzica	OCDC
<b>Oakland Co. – Alt.</b>	Joseph Colaianne	OCDC
<b>Washtenaw Co.- Rep.</b>	Janis Bobrin	WCDC
<b>Washtenaw Co.- Alt.</b>	Michelle Bononi	WCDC
<b>Wayne Co. - Rep.</b>	Kurt Heise	WCDOE
<b>Wayne Co. - Alt.</b>	Kelly Cave	WCDOE
<b>SWAGs</b>		
<b>Main 1 &amp; 2 - Rep.</b>	Jennifer Lawson	Troy
<b>Main 1 &amp; 2 - Alt.</b>	Meghan Bonifiglio	Bloomfield Township
<b>Main 3 &amp; 4 - Rep.</b>	Jim Murray	Dearborn
<b>Main 3 &amp; 4 - Alt.</b>	Eric Witte	Melvindale
<b>Upper - Rep.</b>	Tom Biasell	Farmington Hills
<b>Upper - Alt.</b>	Jim Zoumbaris	Livonia
<b>Middle 1 - Rep.</b>	Jill Rickard	Northville Township
<b>Middle 1 - Alt.</b>	Aaron Staup	Novi
<b>Middle 3 - Rep.</b>	Jack Barnes	Garden City
<b>Middle 3 - Alt.</b>	Kevin Buford	Westland
<b>Lower 1 - Rep.</b>	Bob Belair	Canton Township
<b>Lower 1 - Alt.</b>	Dan Swallow	Van Buren Township
<b>Lower 2 - Rep.</b>	Ramzi El-Gharib	Wayne
<b>Lower 2 - Alt.</b>	Tom Wilson	Romulus

Allen Park  
Auburn Hills  
Beverly Hills  
Bingham Farms  
Birmingham  
Bloomfield Hills  
Bloomfield Twp.  
Canton Twp.  
Commerce Twp.  
Dearborn  
Dearborn Heights  
Farmington  
Farmington Hills  
Franklin  
Garden City  
Inkster  
Lathrup Village  
Livonia  
Melvindale  
Northville  
Northville Twp.  
Novi  
Oak Park  
Oakland County  
Orchard Lake  
Plymouth  
Plymouth Twp.  
Pontiac  
Redford Twp.  
Rochester Hills  
Romulus  
Southfield  
Superior Twp.  
Troy  
Van Buren Twp.  
Walled Lake  
Washtenaw County  
Wayne  
Wayne County  
Wayne County Airport  
Authority  
West Bloomfield Twp.  
Westland  
Wixom  
Ypsilanti Twp.

- |  |             |
|--|-------------|
| <b>3. Summary of June 6, 2008, Executive Committee Meeting</b>   | Action      |
| <b>4. Additions or Changes to Draft Agenda</b>   |             |
| <b>5. Executive Director Report (Ridgway)</b>  | Information |
| a. Contested case update   | Discussion  |
| b. 501c3 designation   | Information |
| c. MDEQ response on grant eligibility  | Information |
| <b>6. Standing Committee Reports (Giberson)</b>  |             |
| a. Finance Committee (Faas)  | Discussion  |
| i. 2008 Budget Amendments  | Action      |
| ii. 2008 Budget Status Report  | Information |
| iii. 2009 Interagency Agreement Between Wayne County and the ARC - Update  | Information |
| iv. 2009 Draft Budget  | Action      |
| 1. Legal costs associated with Phase II Permit   | Discussion  |
| v. Quickbooks Accounting Software Demo   | Information |
| b. Organization Committee (Heise/Payne – Co-Chairs)  |             |
| i. Amendment to Purchasing Policy for adoption at 9/23 ARC meeting   | Action      |
| c. PIE (Public Involvement and Education) Committee (Lawson, Chair)  |             |
| i. Status Report   | Information |
| d. Technical Committee (Zorza, Vice Chair)   |             |
| i. Status Report   | Information |
| e. Grants Committee (Sanzica)  |             |
| i. Status Report   | Information |
| f. Nominating Committee (Heise)  |             |
| i. Recommendations for 2009-2010 ARC Officers for election on 9/23   | Action      |
| <b>7. Report from WCDOE (Cave)</b>   |             |
| a. Status Report   | Information |
| <b>8. Report from SWAGS</b><br>(Comments, Concerns, and/or Recommendations)  | Information |
| <b>9. Summary of Executive Committee Actions (Mekjian)</b>   |             |
| <b>10. Upcoming Meeting(s)</b>   |             |
| • Full ARC, September 23, 1:30 p.m. at Summit on the Park, Chestnut Room, Canton                                   |             |
| • SWAG Meetings:   |             |
| 1. Middle 1/Lower 1, October 2, 9:30 – 11:30 a.m. at Northville Township   |             |
| 2. Upper/Main 1-2, October 14, 1:30 p.m. at Drake Sports Park West Bloomfield Twp.                                 |             |
| 3. Middle 3/Lower 3/Main 3-4, October 2, 1:30 p.m. at Livonia DPW  |             |
| • Technical Committee, October 8, 1:30 p.m.  |             |
| • Public Involvement and Education Committee, October 16, 1:30 p.m. at the City of Southfield, Carpenter Lake Tour |             |
| • Organizational Committee, November 5, 2008, time TBD, location TBD   |             |
| • Finance Committee, November 6, 2008 at 1:30 p.m., Wayne County DOE - Commerce Court, Wayne                       |             |
| <b>11. Adjourn</b>   |             |



James W. Ridgway, P.E.  
Executive Director

## EXECUTIVE COMMITTEE MEETING SUMMARY DRAFT

June 6, 2008

City of Livonia DPW Office, 12973 Farmington Road  
1:30 p.m. ~ 3:30 p.m.

Allen Park  
Auburn Hills  
Beverly Hills  
Bingham Farms  
Birmingham  
Bloomfield Hills  
Bloomfield Twp.  
Canton Twp.  
Commerce Twp.  
Dearborn  
Dearborn Heights  
Farmington  
Farmington Hills  
Franklin  
Garden City  
Inkster  
Lathrup Village  
Livonia  
Melvindale  
Northville  
Northville Twp.  
Novi  
Oakland County  
Oak Park  
Orchard Lake  
Plymouth  
Plymouth Twp.  
Pontiac  
Redford Twp.  
Rochester Hills  
Romulus  
Southfield  
Superior Twp.  
Troy  
Van Buren Twp.  
Walled Lake  
Washtenaw County  
Wayne  
Wayne County  
Wayne County Airport  
Authority  
West Bloomfield Twp.  
Westland  
Wixom  
Ypsilanti Twp.

### 1. Welcome – Tim Faas, Treasurer

### 2. Roll Call of Members

ECT took roll call of members and others present. A quorum was present.

#### In Attendance:

Upper-Rep.	Tom Biasell	Farmington Hills
Washtenaw County-Alt.	Michelle Bononi	WCDC
Oakland County –Rep.	Joseph Colaianne	
Oakland County-Rep.	Phil Sanzica	OCDC
Lower 2-Rep.	Ramzi El-Gharib	Wayne
Treasurer	Tim Faas	Canton Twp.
Wayne County –Rep.	Kurt Heise	
Wayne County-Alt.	Kelly Cave	WCDOE
Main 1-2 Rep.	Jennifer Lawson	Troy
Middle 1-Rep.	Jill Rickard	Northville Twp.
Executive Director	Jim Ridgway	ECT
Upper-Alt.	Jim Zoumbaris	Livonia

#### Not In Attendance:

Middle 3-Rep.	Jack Barnes	Garden City
Main 1-2-Alt.	Meghan Bonfiglio	Bloomfield Twp.
Past Vice-Chair	Wayne Domine	Bloomfield Twp.
Oakland County-Rep.	John McCulloch	OCDC
Vice-Chair	Gary Mekjian	Southfield
Middle 1-Alt.	Aaron Staup	Novi
Lower 1 - Rep	Bob Belair	Canton Twp.
Lower 1-Alt.	Dan Swallow	Van Buren Twp.
Lower 2-Alt.	Tom Wilson	Romulus
Main 3-4-Rep.	TBD	
Main 3-4-Alt.	TBD	

**Others Present:** Gary Zorza, Vice-Chair – Technical Committee; Jim Wineka, OCDC; Sean Woznicki, Troy; Tom MacDonald, Wayne; Charles Dunn, OCDC; Dana

Calhoun HRC; Patrick Hogan, Livonia; Brandy Siedlaczek, Southfield; Jim Murray, Dearborn, and Zachare Ball – ECT

**3. Summary of April 24, 2008, Executive Committee Meeting**

A motion was made by M. Bononi to accept the April 24, 2008, meeting summary. The motion was seconded by K. Heise. Motion passed.

**4. Additions or Changes to Draft Agenda**

There were no additions or changes to the agenda.

**5. Executive Director Report (Ridgway)**

a. Phase II Permit Update and Application Alternatives

J. Ridgway reported that the permit was issued on May 22, 2008 and it still contained some prescriptive requirements but included the option of alternatives. He said the communities' concern is that the permit reviewers have not shown flexibility in the past and it is unlikely that they will show more in the future. Thus the communities should consider the following alternatives:

1. Apply for and sign the new permit;
2. Contest the permit and simultaneously begin negotiating the alternative approach available in the existing permit;
3. Apply for and sign the new jurisdictional permit, or,
4. Seek an individual (non-general) permit (similar to MDOT).

He noted that the ARC would like to know what the individual communities chose to do. He advised that if a community chose the alternative approach, even if they anticipate signing the watershed permit, then they should seek a contested case hearing.

For other communities that chose to pursue a hearing in court, they too should consider seeking a contested case hearing; it is likely that the judge will ask if you have exhausted your administrative options.

He said if many communities choose to go to court, they should consider consolidating their efforts. He said there is a possibility that the three counties will go in similar but different directions and the communities would do well to figure out what their respective counties are doing.

Member communities within a TMDL area have to consider what is required to comply with TMDLs, because other costly requirements would likely be triggered on a recurring basis. The worst case scenario in that regard, he said, is that if a community had an E.coli TMDL, it would be required to sample for E. coli and if the count was over the state standard of 130 ppm the permit as written would suggest that community would have to report on their progress every nine months.

J. Colaianne asked if the ARC had a copy of the MDOT permit. He said he thought it would be helpful for all communities to see what a negotiated permit looks like. J. Ridgway said he could forward one to members. He said that for instance, the Wayne County Airport Authority has two storm water permits: a general permit for airport operations and a general watershed permit for the ancillary drainage areas. This, in his opinion was a very unique way of looking at the Federal permit requirements but is an example of the MDEQ's unique and often aggressive reading of the federal requirements.

He said because of the Supreme Court rulings on wetlands, there has been an effort to negotiate removing the term "navigable waters" from the Clean Water Act – which would raise the question about whether the MDEQ had the right to permit storm water going into road ditches. He said even a community was very pro-environment and very pro-watershed, they may want to push back on signing the permit.

J. Murray asked if there are watershed and county protests about the permit, would the old permit stay in effect. The group answered yes as long as the community sought a contested case hearing within the 60 day timeframe.

J. Colaianne said that the fact that the MDEQ Director participated in the negotiations over the new permit means communities may be able to bypass a contested case hearing and go right to an administrative hearing. He said if the director participated, he has already reached a decision and therefore that the administrative remedy is exhausted for the communities. Then, he said, communities could go straight to court. C. Dunn, an attorney with Plunkett and Cooney, said it would be an aggressive play, and that anyone not prepared to sign the permit should file a contested case. He said there is no downside for filing a contested case and it would give communities time to decide what to do.

J. Ridgway asked the Executive Committee members to consider what the next step is. He suggested a follow-up meeting that may be more attorney driven for anyone thinking of asking for a contested case hearing. J. Murray asked if there is an alternative within the existing permit. J. Colaianne said that is why communities should file a contested case hearing, because the way the new permit is written, any alternative does not have to be approved by MDEQ until a year after the permit is signed. C. Dunn added if the communities don't know what the alternative is why should they sign the permit?

K. Heise said Wayne County also has to consider its downriver communities. At a minimum, he said, Wayne County will file for a contested case hearing. He said the county would create a template and provide information to communities to file their own contested cases. He said he thought MDEQ would immediately consolidate all the Wayne County contested cases. He said the other card Wayne County could play is going to Judge John Feikens, who has been involved in Rouge River matters. He said if Wayne County goes to court, they would ask to

add the Alliance of Rouge Communities and the Alliance of Downriver Watersheds as plaintiffs. He said similarly, the ARC might want Oakland County to go to court. Whatever is done, he said, needs to be done in rapid order. T. Faas said that the strategy K. Heise outlined will take some time and the communities will react to what the county does.

K. Heise said Wayne County would have a meeting of attorneys and lay out a strategy. He said that strategy is still being formulated, but the cities should follow the same course.

C. Dunn said that the problem for MDEQ is it will have to reach agreement separately with each entity –otherwise they may set precedent. K. Heise said if the ARC goes to Judge Feikens it will show the communities have exhausted all remedies. The question with going to Feikens, is when.

T. Biasell asked if Oakland County has a strategy. J. Colaianne said Oakland County is still having internal discussions. He said they can pursue a contested case hearing and other remedies, but most likely they would file in Oakland County Circuit Court and they haven't ruled out going to Judge Feikens.

K. Heise said Wayne County is trying to simplify it by providing a template for communities which will be developed by Wayne County attorneys. He said the state could consolidate all the cases and send them to Ingham County. P. Hogan asked what would be the timeframe to resolve a court case. J. Ridgway said it would take about a year. (meaning the communities could operate under the existing permit during that time.)

T. Faas suggested the following activities to advance the discussion:

- J. Ridgway will distribute the MDOT permit
- An attorney meeting be held, date TBD
- Determine whether or not to go to Judge Feikens.
- Redistribute to members the alternative permit advanced by the ARC

K. Heise asked what role SEMCOG would take. J. Murray suggested the ARC take a resolution saying it was opposed to the new permit to the General Assembly. Kurt H. said SEMCOG knows where the ARC, Wayne County and Oakland County stand. J. Murray said he would look into communicating with SEMCOG.

J. Ridgway took a poll of what the communities/counties present were going to do:

Dearborn:	Contest
Farmington Hills:	Contest (probably)
Oakland County:	Contest
Wayne:	Contest
Livonia:	Contest

Washtenaw County: No strategy yet  
Southfield: Contest (maybe)  
Troy: Sign (probably)  
Northville Twp. Jurisdictional permit  
Canton Twp. Contest (maybe)

Jim Murray proposed that a group of ARC members meet to decide what the proposal to the MDEQ will be.

b. Nominations of officers/succession planning

The schedule for nominations was distributed. The Executive Director will advise ARC members who the nominating committee is and that nominations will be taken for officers for 2008-09.

**6. Summary of Executive Committee Actions**

- Approval of 4/24/08 Executive Committee Meeting Summary.
- List of items regarding the permit discussion.
- Executive Director will advise ARC members who the nominations committee is and that nominations for officers is open.

**7. Upcoming Meeting(s)**

- SWAG Meetings:
  1. Wednesday July 2<sup>nd</sup> 9:30am @ Northville Twp (Middle 1/Lower 1)
  2. Wednesday July 2<sup>nd</sup> 1:30pm @ Livonia DPW (combined Middle 3/Lower 2 and Main 3-4)
  3. Tuesday July 8<sup>th</sup> 1:30pm @ Farmington Community Library (combined Main 1-2 and Upper)
- Technical Committee: City of Farmington Hills, June 18<sup>th</sup> at 1:30 p.m.
- PIE Committee Meeting, Howard Knorr's House, Beverly Hills, July 10, 2008 at noon.
- Public Participation Meetings
  1. June 12, 2008 6:30 p.m. Riverside Middle School, Dearborn Heights
  2. June 23, 2008 6:30 p.m. Plymouth Township Hall, Plymouth Township
  3. June 24, 2008 6:30 p.m. Costick Center, Farmington Hills

**8. Adjourn**

The motion to adjourn the meeting was made by K. Heise. Seconded by J. Zoumbaris, motion passed.

**Alliance of Rouge Communities**  
**2008 Budget Amendment**  
**Recommended to the Executive Committee Meeting: September 11, 2008**

**Budget Revenue for 2008**

* 2008 Dues from Communities	\$ 296,530
** 2008 Rouge Project Grant	\$ 292,390
Future other Grants (Estimated)	\$ -
*** Rollover Budget from 2007	\$ 142,696
	Assume 50% dues and 50% Rouge Grant
<b>REVENUE TOTAL = \$</b>	<b>731,616</b>

\* Based on 2007 dues amounts  
 \*\* Amount may be less if some of the costs associated with pursuing other funding sources is determined to be ineligible  
 \*\*\* Rollover from 2007 Budget is updated to actual in April 2008.

2008 Budget Items	TOTAL	Funding Source		Other Source	"Service Provider"
		ARC Dues	Rouge Grant		
<b>Organization Committee</b>					
OC1 Staff, Committees and SWAG Support	\$ 95,097	\$ 47,549	\$ 47,549		ECT
(1) OC2.a ARC Insurance	\$ 4,140	\$ 4,140	\$ -		outside purchase
(3) OC2.b Fiduciary Services	\$ -	\$ -	\$ -		Wayne County
OC4 ARC Advocacy and Administration	\$ 55,548	\$ 27,774	\$ 27,774		ECT
Organization Committee Total	\$ 154,785	\$ 79,463	\$ 75,323		
<b>Public Education and Involvement Committee</b>					
(5) PIE2 Long-Term Planning Efforts	\$ 4,420	\$ 2,210	\$ 2,210		ECT
(5) PIE3 Household Hazardous Waste Education	\$ 4,080	\$ 2,040	\$ 2,040		ECT
(6) PIE4 Main 3-4 Measuring Our Success Poster	\$ 11,250	\$ 5,625	\$ 5,625		ECT
PIE5 ARC Website Design and Maintenance	\$ 12,160	\$ 6,080	\$ 6,080		ECT
PIE6 Information Packet for ARC Members/Local Officials	\$ 7,000	\$ 3,500	\$ 3,500		ECT & Wayne County
PIE7 Septic System Maintenance Reminder Cards	\$ 9,000	\$ 4,500	\$ 4,500		ECT
(4) PIE8 Nutrient Reduction Fall Advertising Campaign	\$ 20,000	\$ 10,000	\$ 10,000		Wayne County-Vendors
(6) PIE9 Rouge River Public Education Video	\$ 7,000	\$ 3,500	\$ 3,500		ECT
PIE Committee Total	\$ 74,910	\$ 37,455	\$ 37,455		
<b>Technical Committee</b>					
TC1 Baseline Sampling Program	\$ 107,400	\$ 53,700	\$ 53,700		RPO Contractor
(7) TC4 Collaborative ARC IDEP Activities	\$ -	\$ -	\$ -		
(7)(2) TC7 Pursue Other Grant Funding Opportunities	\$ 5,000	\$ 2,500	\$ 2,500		ECT
(7) TC9 SWPPI Template	\$ -	\$ -	\$ -		
TC10 Update of Storm Water Management Plans	\$ 196,483	\$ 98,242	\$ 98,242		ECT
Technical Committee Total	\$ 308,883	\$ 154,442	\$ 154,442	\$ -	
<b>Total Amount Requested by All Committees</b>					
	\$ 538,578	\$ 271,359	\$ 267,219	\$ -	
<b>Available Budget</b>					
	\$ 193,038	\$ 96,519	\$ 96,519	\$ -	

**Notes**

- (1) Not a Rouge grant eligible item; funded 100% from ARC dues. This item is included in the budget by the Finance Committee.
- (2) Eligibility of using Rouge Grant funds to prepare applications to other funding sources needs to be investigated
- Grant Writing is currently budgeted 50/50 (ARC/Rouge Grant).
- (3) Wayne County will be providing this service. Wayne County cost is not included in ARC Budget.
- (4) PIE Amendment #1 to add the PIE8 (ARC Nutrient Reduction Fall Advertising Campaign) to 2008 budget
- (5) PIE Amendment #2 Transfers \$1,920 from Task PIE3 to Task PIE2
- (6) PIE Amendment #3 to add the PIE9 (Rouge River Public Education Video) to 2008 budget and reduce Task PIE 4 by \$7,000.
- (7) TC Amendment #1 to eliminate Tasks TC4 and TC9 from 2008 budget and reduces Task TC7 budget to \$5,000





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## **ALLIANCE OF ROUGE COMMUNITIES PUBLIC EDUCATION AND INVOLVEMENT COMMITTEE**

### **2008 BUDGET AMENDMENT #1**

**REQUEST DATE:** May 6, 2008

**LINE ITEM:** ARC Nutrient Reduction Fall Advertising Campaign

**COMMITTEE MAKING REQUEST:** PIE

**BACKGROUND:** For several years, Wayne and Oakland counties have conducted an advertising campaign to promote the use of low phosphorus fertilizer, and other healthy lawn practices. The campaign employs newspaper advertising, and radio and cable television advertising. Both programs will run out of money this summer. The Public Involvement and Education Committee is requesting a budget amendment to continue this advertising in Fall, 2008 which is target season to advertise these principles to watershed residents.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** This marketing campaign will employ a combination of newspaper and radio or cable television advertising to promote healthy lawn practices. An example of ads and pricing for the Wayne County campaign is attached to illustrate the activities that would be funded. Wayne County in conjunction with Oakland County will work with the PIE committee to finalize the ad campaign package.

**RATIONALE:** This advertising is crucial in reinforcing the value of healthy lawn and garden practices and low-phosphorus fertilizer use to watershed residents. It also complements other initiatives in the watershed, such as a fertilizer sticker program at participating retailers in Wayne and Oakland counties.

**BUDGET:** \$20,000. Both campaigns use Comcast Cable Television for cable television ads, and Wayne County uses the Observer Eccentric Newspapers, which also publishes in several Rouge Oakland County communities. The Wayne County campaign has been priced at about \$15,000. We believe with a small increase in budget, and through economy of scale, this budget can provide advertising in both the cable television (Comcast) and the print ad (Observer Eccentric Newspapers) markets for the entire watershed. The PIE Committee is requesting this as an increase to the current budget. (Please see attached Wayne County budget for Wayne County only)

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The funds will be allocated to Wayne County who will procure and manage the contract(s) for services. The Chair of the Public Involvement and Education Committee (currently, Ms. Jennifer Lawson) will oversee the task on behalf of the PIE Committee. Amy Ploof, OCDC, will work in conjunction with Wayne County to plan this task. Wayne County will be responsible for implementing this program for the entire Rouge River Watershed.



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## **ALLIANCE OF ROUGE COMMUNITIES PUBLIC EDUCATION AND INVOLVEMENT COMMITTEE**

### **2008 BUDGET AMENDMENT #2**

**REQUEST DATE:** September 5, 2008

**LINE ITEM:** Transferring Budget from Household Hazardous Waste Education (PIE Task 3) to PIE Planning Activities (PIE Task 2)

**COMMITTEE MAKING REQUEST:** PIE

**BACKGROUND:** The PIE Committee Long Term Planning Efforts task allows PIE Committee Members to monitor the committee's long-term effectiveness in meeting its goals and provides for planning activities for the upcoming year's budget. The PIE Planning Subcommittee is chaired by Wayne County and Oakland County representatives.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** Subcommittee members meet every July to discuss, propose and plan the PIE activities for the following year. Subcommittee members also compare current activities to the PIE Committees goals and strategic plan. A draft budget is developed, provided for review to subcommittee members and then budget requests are prepared for the ARC Finance Committee. In addition, this year, an unanticipated budget amendment (PIE Committee Budget Amendment #1) was developed and proposed mid-year to fund a fall watershed-wide nutrient reduction campaign.

**RATIONALE:** The development of the 2009 PIE Committee budget was more involved and time-consuming this year than in past years. Committee members proposed a variety of tasks for the PIE Committee to conduct in 2009 which were researched and either recommended or not. Ultimately, the PIE Committee recommended seven tasks with multiple subtasks. The \$2,500 budget for this task was insufficient. The HHW activities have been completed for 2008 and there is remaining budget.

**BUDGET:** Budget Amendment # 2 to the PIE Committee 2008 Budget. We are requesting that \$1,920 budget remaining in the Household Hazardous Waste Education Task (2008 PIE Budget Task # PIE 3) be transferred to the Long Term Planning Efforts Task (2008 PIE Budget Task # PIE 2).

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Public Involvement and Education Committee (currently, Ms. Jennifer Lawson) will oversee the task on behalf of the PIE Committee. The ARC Staff was responsible for doing the work.



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## **ALLIANCE OF ROUGE COMMUNITIES PUBLIC EDUCATION AND INVOLVEMENT COMMITTEE**

### **2008 BUDGET AMENDMENT #3**

**REQUEST DATE:** September 5, 2008

**LINE ITEM:** New Task: PIE Task 9 Rouge River Public Education Video

**COMMITTEE MAKING REQUEST:** PIE

**BACKGROUND:** The City of Farmington Hills is allowing its cable television staff to create a video for the ARC that outlines the activities the ARC has conducted to fulfill the goals and objectives of the seven subwatershed management plans over the past five years. In addition, the video will discuss current watershed management planning activities and goals for the next five years. The video will be distributed to all ARC members for airing on local access cable stations.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** Activities include scriptwriting, determining projects and locations to be taped for the video, arranging for interviews and assisting with editing the video.

**RATIONALE:** The production of this video was an unanticipated activity when the 2008 PIE Budget was developed a year ago. The video serves two purposes: it will educate the public about the progress made in the Rouge River Watershed and it will publicize the watershed management planning process and ask for public input via the survey on the ARC website.

**BUDGET:** Budget Amendment 3# to the PIE Committee 2008 Budget. We are requesting that \$7,000 be transferred from the budget for the Main 3-4 Measuring Our Success Poster (2008 Budget PIE 4) to create a new PIE Task 9 (Rouge River Public Education Video). This reduction in PIE 4 will not affect the completion of the Main 3-4 Measuring Our Success Poster, which is slated to be debuted at the Rouge 2008 event on October, 24, 2008.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Public Involvement and Education Committee (currently, Ms. Jennifer Lawson) and Ms. Tracy Slintak from Farmington Hills will oversee the task on behalf of the PIE Committee. The ARC Staff is responsible for doing the work.



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## ALLIANCE OF ROUGE COMMUNITIES Technical Committee

### 2008 BUDGET AMENDMENT #1

**REQUEST DATE:** September 9, 2008

**LINE ITEM:** Technical Committee Budget Amendment #1

**COMMITTEE MAKING REQUEST:** Technical Committee

**BACKGROUND:** The Technical Committee TC4 Collaborative ARC IDEP Activities and TC9 SWPPI Template tasks were budgeted in 2008 to develop ARC collaborative documents to meet the new Phase II permit requirements. Since the Phase II permit is not yet finalized for the ARC members, no effort was expended on these tasks and the budget for these tasks may be reduced to zero. Similarly, TC7 Pursue Grant Funding Opportunities was a budget line item set aside for 2008 in the event that a significant grant opportunity became available; however, no grants were awarded or yet applied for due to the initial understanding that the focus this year would be the completion of the watershed management plans. This line item may be reduced from \$105,000 to \$5,000. The remaining budget may be utilized to apply for the new MDEQ grants depending on discussions within the Grants committee.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** TC4, TC7 and TC9 will not be completed in 2008 and the budgets may be reduced accordingly.

**RATIONALE:** As described in the Background section, these items were not completed in 2008.

**BUDGET:** Reduce TC4 from \$10,000 to \$0; Reduce TC7 from \$105,000 to \$5,000; Reduce TC9 from \$27,500 to \$0. See attached table.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Co-Chair of the Technical Committee (currently, Gary Zorza) will continue to coordinate the completion of any activities.

## Technical Committee 2008 Budget Amendment

### 2008 Technical Committee Budget Items Status

<i>Item #</i>	<i>Description</i>	<i>2008 Budget</i>	<i>Remaining at end of 2008</i>	<i>Tasks Remaining</i>
TC1	Baseline Sampling Program	\$107,400	\$0	See attached table from CDM.
TC4	Collaborative ARC IDEP Activities	\$10,000	\$10,000	No work completed on this due to ongoing Phase II permit discussions.
TC7	Pursue Grant Funding Opportunities	\$105,000	\$100,000	Estimated \$5,000 for Grant Writing for Upcoming 319 Applications - discussions needed on this topic with Grants Committee
TC9	SWPPI Template	\$27,500	\$27,500	No work completed on this due to ongoing Phase II permit discussions.
TC10	Update of Storm Water Management Plans	\$196,483	\$0	Plans to be complete by the end of the year.
			<b>\$137,500</b>	<b>This amount remaining at end of 2008 ARC Budget year.</b>

**Alliance of Rouge Communities Status Report**  
**2008 Fiscal Year**  
**Updated 8/29/2008**

Community	Cost Allocation [7]	2008 Assessment Paid
<b>Member Communities</b>		
Allen Park	\$759	\$759
Auburn Hills	\$257	\$257
Beverly Hills	\$2,866	\$2,866
Bingham Farms	\$624	\$624
Birmingham	\$3,045	\$3,045
Bloomfield Hills	\$2,522	\$2,522
Bloomfield Twp.	\$16,006	\$16,006
Canton Twp.	\$25,432	\$25,432
Commerce Twp.	\$522	\$522
Dearborn	\$24,214	\$0
Dearborn Heights	\$8,912	\$8,912
Farmington	\$2,605	\$2,605
Farmington Hills	\$25,226	\$25,226
Franklin	\$1,453	\$1,453
Garden City	\$6,815	\$6,815
Inkster	\$6,468	\$6,468
Lathrup Village	\$1,220	\$1,220
Livonia	\$29,013	\$29,013
Melvindale	\$2,635	\$0
Northville	\$1,758	\$1,758
Northville Twp.	\$9,525	\$9,525
Novi	\$15,628	\$15,628
Oakland County	\$0	n/a
Orchard Lake	\$114	\$114
Plymouth	\$2,210	\$2,210
Plymouth Twp.	\$10,358	\$10,358
Pontiac	\$508	\$0
Redford Twp.	\$12,168	\$12,168
Rochester Hills	\$1,875	\$1,875
Romulus	\$2,075	\$2,075
Southfield	\$18,793	\$0
Superior Twp.	\$7,359	\$7,359
Troy	\$4,395	\$0
Van Buren Twp.	\$6,326	\$6,326
Walled Lake	\$737	\$0
Washtenaw County	\$0	n/a
Wayne	\$5,153	\$5,153
Wayne County	\$0	n/a
West Bloomfield Twp.	\$12,851	\$12,851
Westland	\$20,255	\$20,255
Wixom	\$528	\$528
Ypsilanti Twp.	\$1,054	\$1,054
<b>Sub Totals</b>	<b>\$294,264</b>	<b>\$242,982</b>
<b>Percent Confirmed</b>		<b>82.6%</b>

<b>Other Items that Affect 2008 Dues</b>		
	Cost Allocation	Balance to Date
Previous Years Unused Dues	\$71,348	\$71,348
WCAA	\$2,266	\$2,266
<b>Other Items Total</b>	<b>\$73,614</b>	<b>\$73,614</b>

<b>Total (Assessment and Other Items)</b>	<b>\$367,878</b>	<b>\$316,596</b>
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**Alliance of Rouge Communities Status Report**  
**2008 Fiscal Year**  
**Updated 8/29/2008**

Activity	Budget*	Paid	Remaining Balance
Technical Committee Activities			
- Baseline Sampling Program (RPO)	\$107,400	\$61,316	\$46,084
- Collaborative ARC IDEP Activities	\$10,000	\$0	\$10,000
- SWPPI Template	\$27,500	\$0	\$27,500
- Pursue Other Grant Funding Opportunities**	\$105,000	\$0	\$105,000
- Update of Storm Water Management Plans	\$196,483	\$129,121	\$67,362
Public Education/Involvement Activities			
- Long-Term Planning Efforts	\$2,500	\$466	\$2,034
- Household Hazardous Waste Education	\$6,000	\$4,073	\$1,927
- Main 3-4 Measuring Our Success Poster	\$18,250	\$3,291	\$14,959
- Information Packet for ARC Members/Local Officials	\$7,000	\$1,806	\$5,194
- Septic System Maintenance Reminder Cards	\$9,000	\$1,741	\$7,259
- ARC Website Design and Maintenance	\$12,160	\$5,498	\$6,662
Staff Support to Alliance			
- Staff, Committees and SWAG Support	\$95,097	\$64,598	\$30,499
- ARC Insurance (David Chapman Agency)	\$4,140	\$4,100	\$40
- ARC Advocacy and Administration	\$55,548	\$28,904	\$26,644
Total Budgeted	\$656,078	\$304,913	\$351,165
Contingency (Not Budgeted)	\$75,538		
Total Available Funds for 2008	\$731,616		

Amount Paid from Alliance Dues	\$154,506
Amount Paid from Federal Grant	\$150,406

Alliance Dues Received	\$316,596
Alliance Dues Available for Future Bills in FY08 Budget	\$162,090

\* Budget Approved by the Full Alliance on December 12, 2007.

\*\* Includes \$45,000 of budgeted future grant amount (currently not in hand)  
It is assumed that match for this \$45,000 future grant is from ARC dues only

**Alliance of Rouge Communities Status Report**  
**Payment Status Report**  
**2008 Fiscal Year**  
**Updated 8/29/2008**

Vendor	Invoice #	Invoice Amount	Amount Paid	Date Paid	Total per Vendor
Activity: Baseline Sampling Program					
CDM (RPO)	58	\$13,531.22	\$13,531.22	3/24/2008	
CDM (RPO)	59	\$34,399.68	\$34,399.68	5/28/2008	
CDM (RPO)	60	\$13,384.90	\$13,384.90	7/28/2008	
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal: CDM (RPO)					\$61,315.80
Activity: Collaborative ARC IDEP Activities					
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal: Collaborative ARC IDEP Activities					\$0.00
Activity: SWPPI Template					
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal: SWPPI Template					\$0.00
Activity: Pursue Other Grant Funding Opportunities					
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal: Pursue Other Grant Funding Opportunities					\$0.00
Activity: Update of Storm Water Management Plans					
ECT (Executive Director)	081276 (#5)	\$23,162.23	\$23,162.23	4/28/2008	
ECT (Executive Director)	081738 (#9)	\$10,015.55	\$10,015.55	5/28/2008	
ECT (Executive Director)	082218 (#13)	\$11,829.67	\$11,829.67	7/28/2008	
ECT (Executive Director)	082638 (#17)	\$34,477.48	\$34,477.48	8/25/2008	
ECT (Executive Director)	083029 (#21)	\$49,635.97	\$49,635.97	8/25/2008	
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal: Update of Storm Water Management Plans					\$129,120.90
<b>Total: Monitoring Program</b>					<b>\$190,436.70</b>
Activity: Long-Term Planning Efforts					
ECT (Executive Director)	082217 (#12)	\$318.67	\$318.67	7/28/2008	
ECT (Executive Director)	082637 (#16)	\$147.79	\$147.79	8/25/2008	



CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal (Long-Term Planning Efforts )					\$466.46
Activity: Household Hazardous Waste Education					
ECT (Executive Director)	080861 (#1)	\$626.56	\$626.56	4/28/2008	
ECT (Executive Director)	081214 (#2)	\$731.24	\$731.24	4/28/2008	
ECT (Executive Director)	081737 (#8)	\$1,705.72	\$1,705.72	5/28/2008	
ECT (Executive Director)	082217 (#12)	\$1,009.11	\$1,009.11	7/28/2008	
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal (Household Hazardous Waste Education)					\$4,072.63
Activity: Main 3-4 Measuring Our Success Poster					
ECT (Executive Director)	081214 (#2)	\$996.80	\$996.80	4/28/2008	
ECT (Executive Director)	081737 (#8)	\$432.59	\$432.59	5/28/2008	
ECT (Executive Director)	083028 (#20)	\$1,861.20	\$1,861.20	8/25/2008	
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal (Main 3-4 Measuring Our Success Poster )					\$3,290.59
Activity: Information Packet for ARC Members/Local Officials					
ECT (Executive Director)	080861 (#1)	\$1,424.00	\$1,424.00	4/28/2008	
ECT (Executive Director)	081737 (#8)	\$153.94	\$153.94	5/28/2008	
ECT (Executive Director)	082217 (#12)	\$227.84	\$227.84	7/28/2008	
Subtotal					\$1,805.78
Activity: Septic System Maintenance Reminder Cards					
ECT (Executive Director)	080861 (#1)	\$56.96	\$56.96	4/28/2008	
ECT (Executive Director)	081214 (#2)	\$980.95	\$980.95	4/28/2008	
ECT (Executive Director)	081737 (#8)	\$561.13	\$561.13	5/28/2008	
ECT (Executive Director)	082217 (#12)	\$142.40	\$142.40	7/28/2008	
Subtotal: Septic System Maintenance Reminder Cards					\$1,741.44
Activity: ARC Website Design and Maintenance					
ECT (Executive Director)	080861 (#1)	\$71.91	\$71.91	4/28/2008	
ECT (Executive Director)	081214 (#2)	\$313.28	\$313.28	4/28/2008	
ECT (Executive Director)	081737 (#8)	\$795.90	\$795.90	5/28/2008	
ECT (Executive Director)	082217 (#12)	\$772.81	\$772.81	7/28/2008	
ECT (Executive Director)	082637 (#16)	\$3,020.40	\$3,020.40	8/25/2008	
ECT (Executive Director)	083028 (#20)	\$523.42	\$523.42	8/25/2008	
Subtotal (ARC Website Design and Maintenance)					\$5,497.72
<b>Total: Public Involvement &amp; Education Committee Support</b>					<b>\$16,874.62</b>

Activity: Staff, Committees and SWAG Support					
ECT (Executive Director)	081274 (#3)	\$18,942.41	\$18,942.41	4/28/2008	
ECT (Executive Director)	081735 (#6)	\$6,348.40	\$6,348.40	5/28/2008	
ECT (Executive Director)	082215 (#10)	\$15,481.88	\$15,481.88	7/28/2008	
ECT (Executive Director)	082635 (#14)	\$14,745.61	\$14,745.61	8/25/2008	
ECT (Executive Director)	083026 (#18)	\$9,079.86	\$9,079.86	8/25/2008	
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal (Staff, Committees and SWAG Support)					\$64,598.16
Activity: ARC Insurance					
David Chapman Agency	218721	\$4,100.00	\$4,100.00	1/15/2008	
Subtotal Insurance					\$4,100.00
Activity: ARC Advocacy and Administration					
ECT (Executive Director)	081275 (#4)	\$11,746.58	\$11,746.58	4/28/2008	
ECT (Executive Director)	081736 (#7)	\$5,163.25	\$5,163.25	5/28/2008	
ECT (Executive Director)	082216 (#11)	\$6,171.56	\$6,171.56	7/28/2008	
ECT (Executive Director)	082636 (#15)	\$1,031.43	\$1,031.43	8/25/2008	
ECT (Executive Director)	083027 (#19)	\$4,790.69	\$4,790.69	8/25/2008	
ECT (Executive Director)			\$0.00		
Subtotal					\$28,903.51
<b>Total: ARC Staff Support</b>					<b>\$97,601.67</b>
<b>TOTAL</b>					<b>\$304,912.99</b>

**NOTES:**

- (1) Payments for services provided and costs incurred against the 2008 budget.
- (2) There are additional funds which have been expended against the 2008 budget which have not yet been billed/paid.  
There is a delay of 30 to 60 days between expenditure and payment.

**Alliance of Rouge Communities**  
**Request by ARC Committees: 2009 Budget**  
**Shown As Requested to the Executive Committee: September 11, 2008**

**Expected Budget Available for 2009**

* 2009 Dues from Communities	\$ 296,694
** 2009 Rouge Project Grant	\$ 292,846
Future other Grants (Estimated)	\$ 58,500
Charges for Services	\$ 5,000
Rollover Dues from 2007 Budget (Estimated)	\$ 96,519
	\$ 749,559

\* Based on 2008 dues amounts

\*\* Amount may be less if some of the costs associated with pursuing other funding sources is determined to be ineligible

Proposed 2009 Budget Items		Committee Proposal	Funding Source			"Provider" using Budget (6)
			ARC Dues	Rouge Grant	Other Source	
Organization Committee						
OC1	Executive Director Services	\$ 159,391	\$ 79,696	\$ 79,696		Exe.Dir. Serv.
(1) OC2.a	ARC Insurance	\$ 4,500	\$ 4,500	\$ -		outside purchase
(4) OC2.b	Fiduciary Services	\$ -	\$ -	\$ -		
(5) OC4	ARC Advocacy and Administration	\$ -	\$ -	\$ -		
Organization Committee Total		\$ 163,891	\$ 84,196	\$ 79,696	\$ -	
Public Education and Involvement Committee						
PIE1	Green Infrastructure Campaign	\$ 80,000	\$ 37,500	\$ 37,500	\$ 5,000	Exe.Dir. Serv./Wayne County
PIE2	Detention Pond Maintenance Manual Update	\$ 7,500	\$ 3,750	\$ 3,750		Exe.Dir. Serv.
PIE3	Pub Ed Materials	\$ 22,500	\$ 11,250	\$ 11,250		Exe.Dir. Serv./Wayne County
PIE4	Collaborative PEP	\$ 5,000	\$ 2,500	\$ 2,500		Exe.Dir. Serv.
PIE5	Website Maintenance	\$ 6,000	\$ 3,000	\$ 3,000		Exe.Dir. Serv.
PIE6	Rouge 2009	\$ 7,800	\$ 3,900	\$ 3,900		Exe.Dir. Serv.
PIE7	PIE Initiatives	\$ 9,700	\$ 4,850	\$ 4,850		Not Defined
PIE Committee Total		\$ 138,500	\$ 66,750	\$ 66,750	\$ 5,000	
Technical Committee						
TC1	Rouge River Watershed Monitoring Activities	\$ 64,800	\$ 32,400	\$ 32,400		Friends of the Rouge- RPO
TC2	ARC Collaborative IDEP and E. coli TMDL Plan	\$ 100,000	\$ 50,000	\$ 50,000		Exe.Dir. Serv./Wayne County
	Green Infrastructure and Impervious Cover					
TC3	Mapping	\$ 85,000	\$ 42,500	\$ 42,500		Contractor to be procured
(2) TC4	Pursuing Grant Opportunities	\$ 100,000	\$ 36,500	\$ 5,000	\$ 58,500	Not Defined
TC5	NPDES Phase II Workgroup	\$ 18,000	\$ 9,000	\$ 9,000		Exe.Dir. Serv.
TC6	Technical Committee Initiatives	\$ 15,000	\$ 7,500	\$ 7,500		Not Defined
Technical Committee Total		\$ 382,800	\$ 177,900	\$ 146,400	\$ 58,500	
Total Amount Requested by All Committees		\$ 685,191	\$ 328,846	\$ 292,846	\$ 63,500	
Available Budget		\$ 64,368	\$ 64,368	\$ -	\$ -	

**Notes**

- (1) Not a Rouge grant eligible item; funded 100% from ARC dues.
- (2) Eligibility of using Rouge Grant funds to prepare applications to other funding sources needs to be investigated  
Grant Writing is currently budgeted 50/50 (ARC/Rouge Grant), while the project is Budgeted 35/65 (ARC/New grant).  
this request anticipate \$58,500 grant, \$31,500 Match and \$10,000 grant pursuing effort.
- (3) Not used
- (4) Executive Director through Task OC1 will be providing this service in 2009 instead of Wayne County.
- (5) Task OC4 was included in Task OC1 in the 2009 budget.
- (6) Officers & Committee Members provide assistance to implement most of the ARC tasks. Cost for this assistance is not included in ARC Budget.



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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2009 Budget Recommendation for Executive Director Services

**REQUEST DATE:** September 11, 2008

**LINE ITEM:** OC1 Executive Director Services

**COMMITTEE MAKING REQUEST:** Organizational Committee

**BACKGROUND:** The ARC hired ECT as its Executive Director in early 2007. Based on the performance to date, the ARC Officers requested an updated cost proposal from ECT should the Executive Committee wish to extend the service contract for an additional year.

Attached is the breakdown of hours and costs. The 2009 services represent a juggling of hours between assigned staff members from ECT to more accurately reflect the level of service provided in 2007 and 2008. The service level is similar to 2007 and 2008.

The primary change in the budget is reflected in the fiduciary services provided by the Executive Director and the use of a new accounting software, Quickbooks.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** The Executive Director oversees the day-to-day business of the ARC. The Executive Director assists the various standing committees as well as the SWAGs.

**RATIONALE (including why needed):** The ARC needs a leader to handle day-to-day operations.

**BUDGET (including how the amount requested was established):** The 2008 estimated budget for these services is \$159,391 based on the estimate of the effort depicted on the attached spreadsheet. For comparison sake, the budget for 2007 is \$150,645 for a similar scope of services.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Executive Committee must approve any extension of contract with the Executive Director in 2009. The Executive Director will report to the ARC Chair.

# 2009 ARC EXECUTIVE DIRECTOR PROPOSED BUDGET

August 22, 2008

		ECT Staff	Jim Ridgway	Kelly Karll	Zachare Ball	Chris Omeara	Total Labor Costs by Task	Overhead @ 1.6091	Fixed Fee @ 15%	Total Cost by Task
		Hourly Rate	\$60	\$46	\$37	\$27				
Task No.	Task Description									
1	EXECUTIVE DIRECTOR ARC MEMBERSHIP MEETING SUPPORT									
1a	Full Alliance Meetings (2) [1st & 4th Q]	12	12	12	24	\$2,364	\$3,804	\$925	\$7,093	
1b	Executive Committee (4)	24	12	12	48	\$3,732	\$6,005	\$1,461	\$11,198	
1c	Organizational Committee (4)	24			16	\$1,872	\$3,012	\$733	\$5,617	
1d	SWAGs (3 each = 9 mtgs))	16	48	48		\$4,944	\$7,955	\$1,935	\$14,834	
Total Hours Task 1 Meetings		76	72	72	88	Total Cost Task 1 Meetings		\$38,742		
2	EXECUTIVE DIRECTOR SERVICES & OPERATIONS									
2a	Routine Distribution of Materials/FOIA & Open Meetings Act				120	\$3,240	\$5,213	\$1,268	\$9,722	
2b	Advocate for RR Watershed & Primary Liaison	180			75	\$12,825	\$20,637	\$5,019	\$38,481	
2c	Quick Books Monthly Tracking & Reporting (8 hours/mo)				96	\$2,592	\$4,171	\$1,014	\$7,777	
2d	Finance Committee (3)	12	12		12	\$1,596	\$2,568	\$625	\$4,789	
2e	Administrative Oversight/Contractor Management/Ongoing Support	4	80			\$3,920	\$6,308	\$1,534	\$11,762	
2f	ARC Marketing & Communications Strategy	8		24	12	\$1,692	\$2,723	\$662	\$5,077	
2g	Annual Report	2	2	8	2	\$562	\$904	\$220	\$1,686	
Total Hours Task 2 Support for the ARC		206	94	32	317	Total Cost Task 2 Support for the ARC		\$79,293		
3	TECHNICAL COMMITTEE SUPPORT									
3a	Technical Committee (4) + Budget Requests Preparation		150			\$6,900	\$11,103	\$2,700	\$20,703	
	See Technical Committee Budget Request Packet for other Executive Director assigned tasks.									
Total Hours Task 3 Technical Committee Support		0	150	0	0	Total Cost Task 3 Technical Committee Support		\$20,703		
4	PUBLIC INVOLVEMENT & EDUCATION									
4a	Public Involvement & Education Committee (4) + Budget Requests Preparation			150		\$5,550	\$8,931	\$2,172	\$16,653	
	See PIE Committee Budget Request Packet for other Executive Director assigned tasks.									
Total Hours Task 4 Public Involvement & Education		0	0	150	0	Total Cost Task 4 PIE Support		\$16,653		
Total Estimated Hours by ECT Staff		282	316	254	405	EXPENSES		\$4,000		
TOTAL ARC EXECUTIVE DIRECTOR										
\$159,391										



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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2009 Budget Recommendation

**REQUEST DATE:** September 9, 2008

**LINE ITEM:** OC2 ARC Insurance

**COMMITTEE MAKING REQUEST:** Organizational Committee

**BACKGROUND:** In 2006, 2007 and 2008 the ARC approved an insurance contract for liability insurance coverage for its directors and officers. This request is a continuation of the same policy coverage as last year; however, the Executive Director and Wayne County are currently reviewing the IAA with the insurance provider to verify if changes are needed based on the IAA changes with the Executive Director providing fiduciary services.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** The insurance is needed to protect the directors and officers (and any other ARC members) against claims filed against them as executives of the organization.

**RATIONALE (including why needed):** The ARC needs insurance.

**BUDGET (including how the amount requested was established):** \$4,500 based on an estimated budget. \$4,400 was budgeted in 2008. It is anticipated that this line item will be confirmed prior to the September 23, 2008 Full ARC meeting.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Executive Director will ensure the insurance coverage does not lapse in 2009.



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Alliance of Rouge Communities  
Technical Committee  
2009 Budget Requests  
September 11, 2008

# Technical Committee Proposed 2009 Budget

## 2009 Technical Committee Proposed Budget Requests

Item #	Description	2009 Budget	Responsibility			
			Wayne County	Executive Director	Other Contractor Selected	Remaining to be Assigned
TC1	Rouge River Watershed Monitoring Activities	64,800			FOTR (\$45,000); CDM (\$19,800)	
TC2	ARC Collaborative IDEP and E. coli TMDL Plan	\$100,000	\$88,000	\$12,000		
TC3	Green Infrastructure and Impervious Cover Mapping	\$85,000			\$85,000	
TC4	Pursuing Grant Opportunities	\$100,000		\$10,000		\$90,000 for Pursuing & Matching Potential Grant
TC5	NPDES Phase II Workgroup	\$18,000		\$18,000		
TC6	Technical Committee Phase II Initiatives	\$15,000				\$15,000
Total Technical Committee 2009 Budget		\$382,800				





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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2009 Budget Recommendation from the Technical Committee for Rouge River Watershed Monitoring Services

**REQUEST DATE:** August 22, 2008

**LINE ITEM:** TC1: Rouge River Watershed Monitoring Activities

**COMMITTEE MAKING REQUEST:** Technical Committee

**BACKGROUND:** The original Rouge River Watershed 5-Year monitoring plan was developed following the completion of the original watershed management plans in an effort to implement a long-term monitoring plan that would define and demonstrate progress towards meeting the goals and objectives outlined in the watershed management plans. The original Rouge Project Monitoring Objectives included the following:

- ◆ Establish database of baseline water and sediment quality to determine effectiveness of past, present and future pollution control programs and to help in identifying problem areas;
- ◆ Support calibration and verification of the water quality model being used to predict impact of pollution control measures;
- ◆ Assess the beneficial impacts and effectiveness of CSO controls, BMPs and other water quality improvement measures; and
- ◆ Quantify current pollutant loading from various sources.

The monitoring plan costs have been approximately 1.5 million over the course of the last five years. One task of the Technical Committee in 2007 has been to recommend a new 5-year monitoring plan that would give consideration to the initial understanding that Rouge Project funding would *not* be available in 2008 and that the new monitoring plan should be cost effective for the ARC while, at the same time, be consistent with meeting the goals of the watershed management plans.

During 2007, the Technical Committee drafted a new set of goals for the new 5-year monitoring plan that were based on the assumption that grant funding would not be available to continue the extensive monitoring program. These goals were outlined and revised as follows:

1. Reduce monitoring costs;
2. Increase usefulness of volunteer data and verify MDEQ will accept volunteer data and updated monitoring program;
3. Maintain USGS monitoring stations;

4. Make data readily available on website;
5. Satisfy the watershed management plan monitoring requirements;
6. Ensure mechanism to coordinate staff and volunteers efforts; and
7. Ensure monitoring program supports Alternative IDEP approach and permit requirements.

The Technical Committee has drafted a proposed 5-Year monitoring plan for the watershed. The proposed monitoring plan is summarized in Table 1 with additional detail in the text that follows. Table 1 includes specific instream monitoring as well as activities designed to meet the intent of the watershed plan for demonstrating progress into the future.

**Table 1. Proposed 5-Year Monitoring Plan**

Element	Monitoring Locations	O = Non-Alliance Services (no charge to ARC)				
		2009	2010	2011	2012	2013
Planning & Reporting						
ARC develops/refines monitoring plan	Not Applicable	X	X	X	X	X
Data Handling, Data Management & Analysis	Not Applicable	X	X	X	X	X
Prepare Monitoring Report/Brochure/Press Release	Not Applicable		X		X	
Physical Monitoring						
Geomorphology/stream classification	X Sites (WQD/FOTR)	O	O	O	O	O
Precipitation	Apr-Nov at 21 sites (15 min totals)	O	O	O	O	O
Continuous Stream Discharge/Flow (15 min data)*	Year round					
Main 1/2	3 sites (US4,US5,US6)	X	X	X	X	X
Upper	US3 each year + U05 one year	X	XX	X	X	X
Middle 1	1 site at outlet (US10)			X		
Middle 3	US2 each year + D06 one year	X	X	XX	X	X
Lower 1	1 site at outlet (US9)				X	
Lower 2	US1 each year + L05D one year	X	X	X	XX	X
Main 3/4	1 site (US7)	X	X	X	X	X
Water Quality						
Continuous DO and Temp (15 min)	May-Oct					
Main 1/2						
Upper	1 site at outlet (U05)		X			
Middle 1						
Middle 3	1 site at outlet (D06)			X		
Lower 1						
Lower 2	1 site at outlet (L05D)				X	
Main 3/4	1 site (US7)					X
E.coli	As selected by MDEQ		O			
Total Phosphorus (TP)	As selected by MDEQ		O			
Total Suspended Solids (TSS)	As selected by MDEQ		O			
Dissolved Oxygen (Johnson Creek)	As selected by MDEQ		O			
Biological Health						

Element	Monitoring Locations	O = Non-Alliance Services (no charge to ARC)				
		2009	2010	2011	2012	2013
Fish, Macroinvertebrates, <i>E. coli</i> **, Habitat	As selected by MDEQ		O			
Macroinvertebrates	20-24 throughout the watershed by FOTR	X	X	X	X	X
Macroinvertebrates	15-25 in Wayne Co. by WC WQD	O	O	O	O	O
Green Infrastructure (Land Cover) Monitoring	Across ARC	O	O	O	O	O
Public Education/Involvement						
Public Survey	Not Applicable					?
Summary of Volunteer Restoration Efforts	Not Applicable	O	O	O	O	O
Pollution Prevention						
Illicit Discharges Identified & Eliminated	Not Applicable	O	O	O	O	O

\*Stream gages operated by USGS are italicized.

\*\**E. coli* monitoring based on the availability of funding as stated in the Rouge River *E. coli* TMDL.

### Precipitation

Twenty-one rain gages are operated continuously by the local communities and counties in the watershed. The gages are located throughout the watershed, but there is sparse coverage in Wayne County. The operation and maintenance of these gages is done at no direct cost to the ARC. Precipitation data helps direct community specific efforts including: retention basin operation, combined sewer overflow reporting, illicit discharge elimination investigations, water quality monitoring, etc. Therefore, precipitation monitoring should continue at its current level of effort.

Modification: none

### Stream Discharge/Flow

Stream discharge data coupled with water quality data (measured or historical) is used in pollutant modeling and pollutant loading calculations to determine areas where stormwater pollution remediation efforts need to be undertaken. Discharge also impacts stream habitat for aquatic organisms. Therefore, discharge monitoring should continue in each subwatershed until the established targets are met and until stable aquatic life communities are established and maintained.

Seven stream gages (US1 - US7) are operated continuously in the watershed. These gages are currently operated and maintained by the USGS each year. The operation and maintenance of the USGS gages is done at no direct cost to the ARC. Five additional stream gages should be operated for one year each. The purpose of two of the additional gages (US9 and US10) is to provide discharge data in two unmonitored subwatersheds (Lower 1 and Middle 1). The purpose of the other three gages (U05, D06 and L05D) is to provide discharge data during periods of continuous water quality monitoring as described below.

Modification: Eliminated level monitoring at the watershed outlet (US8). The discharge data at this site can not be reliably determined due to back water conditions created by the Detroit

River. The monitoring at U05, D06 and L05D was also reduced from every year to one of the five years due to a reduction in water quality data collection at these sites.

### **Continuous Water Quality Monitoring**

Dissolved oxygen (DO) and temperature data are used as indicators of the overall health of the river at various locations. Since this data is collected continuously, it is very useful in determining spatial and temporal water quality trends. In general DO and temperature water quality standards are met on a routine basis throughout the watershed. In addition, DO and temperature levels have remained fairly stable at most locations. Therefore, continuous DO and temperature monitoring should be limited to the downstream terminus of each subwatershed for a total of 4 locations.

Modification: Previously DO and temperature was monitored at one location within each Subwatershed Management Area (SWMA) and at the watershed outlet for a total of 8 locations. The proposed plan would eliminate monitoring at the watershed outlet (US8) since this site is affected by back water conditions and eliminate monitoring in the upstream SWMA (Main 1-2, Middle 1 and Lower 1) leaving 4 monitoring locations.

### **Grab Sampling**

From 2003 to 2007, wet weather grab sampling was performed at 9 locations, while dry weather grab sampling was performed at 21 locations. This sampling has clearly identified some drainage areas that are not meeting water quality standards, but there has been little improvement in water quality since after the combined sewer overflows facilities were built. In addition, the MDEQ has indicated that they may repeat the routine sampling that was performed in 2005 as part of the *E. coli* TMDL efforts. Therefore, it is suggested that the grab sampling be eliminated<sup>1</sup>, except the sampling that may be provided by the MDEQ as part of their state-wide water quality monitoring efforts.

Modification: Eliminate all grab sampling funded by the ARC.

### **Benthic Organisms**

Macroinvertebrate density and diversity data are used as indicators for stream habitat and water quality. Data collection efforts have historically occurred three times a year (spring and fall for macroinvertebrates and winter for stoneflies) by volunteers, who are organized by Friends of the Rouge (FOTR). This sampling occurs at more than 20 sites by FOTR volunteers and at 20 additional sites by Wayne County staff (See Figure 1). Although collected by volunteers, the data is collected under a quality assurance plan approved by the MDEQ. This data collection not only provides historical water and habitat quality conditions based on the presence of certain aquatic organisms, but also provides opportunities for public involvement. Therefore, it is suggested that macroinvertebrate sampling continue in the watershed to provide stakeholders an overall assessment of conditions at multiple locations within each subwatershed (more than can be assessed by the continuous water quality monitoring).

Modification: Continue the FOTR macroinvertebrate sampling, but supplement the costs of 20 - 24 sites per year.

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<sup>1</sup> Note that investigative grab sampling still may be undertaken by the ARC under the proposed Collaborative IDEP/TMDL Plan.

The total budget for the proposed 5-year monitoring program is \$648,428 over 5 years with an annual amounts ranging from \$64,800 in 2009 to a high of \$195,523 in 2012 (See Table 2). This is a 57% reduction in budget from the previous 5-year program. Costs associated with activities completed outside of the ARC budget are not included here.

#### DESCRIPTION OF ANTICIPATED ACTIVITIES:

The anticipated activities for 2009 include the following:

##### No Cost Items:

1. Continuous stream flow monitoring at all seven of the USGS sponsored sites (US1 - US7);
2. Macroinvertebrate monitoring at approximately 22 sites within Wayne County, which is performed by the Water Quality Division;

##### 2009 Budget Items:

3. Summarizing the 2008 water quality monitoring effort in a very brief report for the Technical Committee and communities; and
4. Macroinvertebrate monitoring at wadable locations in the spring and fall, plus stonefly monitoring in the winter beginning in January of 2009.

The water quality summary will be completed by CDM and includes the following components:

- a. Acquiring the rainfall, flow and continuous temperature and dissolved oxygen data,
- b. Reviewing the data for anomalies,
- c. Loading the data into the ARC web-based water quality database,
- d. Analyzing the data for trends,
- e. Assigning the data to wet and dry weather conditions,
- f. Graphs and plots of the data provided in electronic format, and
- g. A 1 - 2 page report describing the results.

**Table 2. Five-Year Program Estimated Costs.**

Element	O = Non-Alliance Services (no charge to ARC)				
	2009	2010	2011	2012	2013
<b>Data Review, Analysis &amp; Reporting</b>					
Data Dissemination (WebView)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Data review and flagging	\$5,000	\$10,000	\$5,000	\$10,000	\$5,000
Data loading, processing, statistics, admin of the database	\$8,000	\$24,000	\$8,000	\$24,000	\$8,000
Reporting including data/trend analysis	\$1,800	\$50,000	\$1,800	\$50,000	\$1,800
Lab Analysis	\$0	\$0	\$0	\$0	\$0
<b>Hydrology [1]</b>					
Precipitation	O	O	O	O	O
Continuous Stream Discharge					
Main 1/2	O	O	O	O	O
Upper	O	\$15,960	O	O	O
Middle 1			\$16,758		
Middle 3	O	O	\$16,758	O	O

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Element	O = Non-Alliance Services (no charge to ARC)				
	2009	2010	2011	2012	2013
Lower 1				\$17,596	
Lower 2	O	O	O	\$17,596	O
Main 3/4	O	O	O	O	O
<b>Water Quality [1]</b>					
Continuous DO/Temp					
Site reestablishment (including periodic stream gage sites)		\$9,100	\$9,100	\$9,100	\$ 9,100
Main 1/2					
Upper		\$11,844			
Middle 1					
Middle 3			\$12,436		
Lower 1					
Lower 2				\$13,058	
Main 3/4					\$ 13,711
<b>Biological Health</b>					
Fish, Macroinvertebrates, Habitat, <i>E. coli</i> [2]		O			
Macroinvertebrates [3]	\$45,000	\$46,350	\$47,741	\$49,173	\$50,648
Macroinvertebrates - Wayne County	O	O	O	O	O
<b>Annual Subtotals:</b>	<b>\$64,800</b>	<b>\$172,254</b>	<b>\$122,593</b>	<b>\$ 195,523</b>	<b>\$ 93,259</b>

**Five-Year Total: \$648,428**

**Notes:**

[1] based 2009 budget with 5% annual cost increase from USGS

[2] *E. coli* monitoring based on the availability of funding as stated in the Rouge River *E. coli* TMDL

[3] based on 2008 FOTR proposal

The macroinvertebrate monitoring will be conducted by Friends of the Rouge and includes the following activities:

- a. Data collection at a minimum of 20 - 24 sites (more based on the number of volunteers) under a state approved Quality Assurance Project Plan;
- b. Recruit volunteers;
- c. Hold bug identification workshops;
- d. Training team leaders;
- e. Organization and coordination of sampling events;
- f. Continual assessment of existing and new site locations;
- g. A habitat survey and identification of any outfalls;
- h. Field identification and lab verification of the specimens;
- i. Data analysis and interpretation;
- j. Data submission to the MiCorps website for incorporation into the state-wide database; and
- k. An annual data report covering number of volunteers involved, sites sampled and monitoring results.



Figure 2 identifies the FOTR macroinvertebrate sampling locations.

The ARC's agreement with FOTR will also include a commitment by FOTR to continue to seek grant funding for the effort described above. If grant funding is obtained, it will result in a cost savings to the ARC.

**RATIONALE (including why needed):** Measuring progress by implementing watershed improvements is an ongoing activity. Although this monitoring program is in a state of transition given the upcoming watershed plan updates and the contested new permit, it is important to continue the monitoring identified above to support the ongoing SWPPI activities, monitoring compliance activities and meet the 319 Watershed Planning requirements. The monitoring plan will be incorporated into the watershed management plan update and submitted to the MDEQ for review and comment by the end of the year.

**BUDGET (including how the amount requested was established):** The total monitoring cost for 2009 is \$64,800 to include items 3 and 4 above. This cost for item 3 is based on an estimate from CDM, while the cost for item 4 is based on a quote from Friends of the Rouge. It is anticipated that the ARC will contract with FOTR directly. Please see attached Tables 3 Monitoring Budget Alternative 1 and Table 4 Monitoring Budget Alternative 2 for continued discussion with Finance Committee for final 2009 budget determination/selection.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Technical Committee (currently, Mr. Gary Zorza, Vice-Chair) will oversee the task on behalf of the Technical Committee.

Figure 1. Flow and Water Quality Monitoring Locations

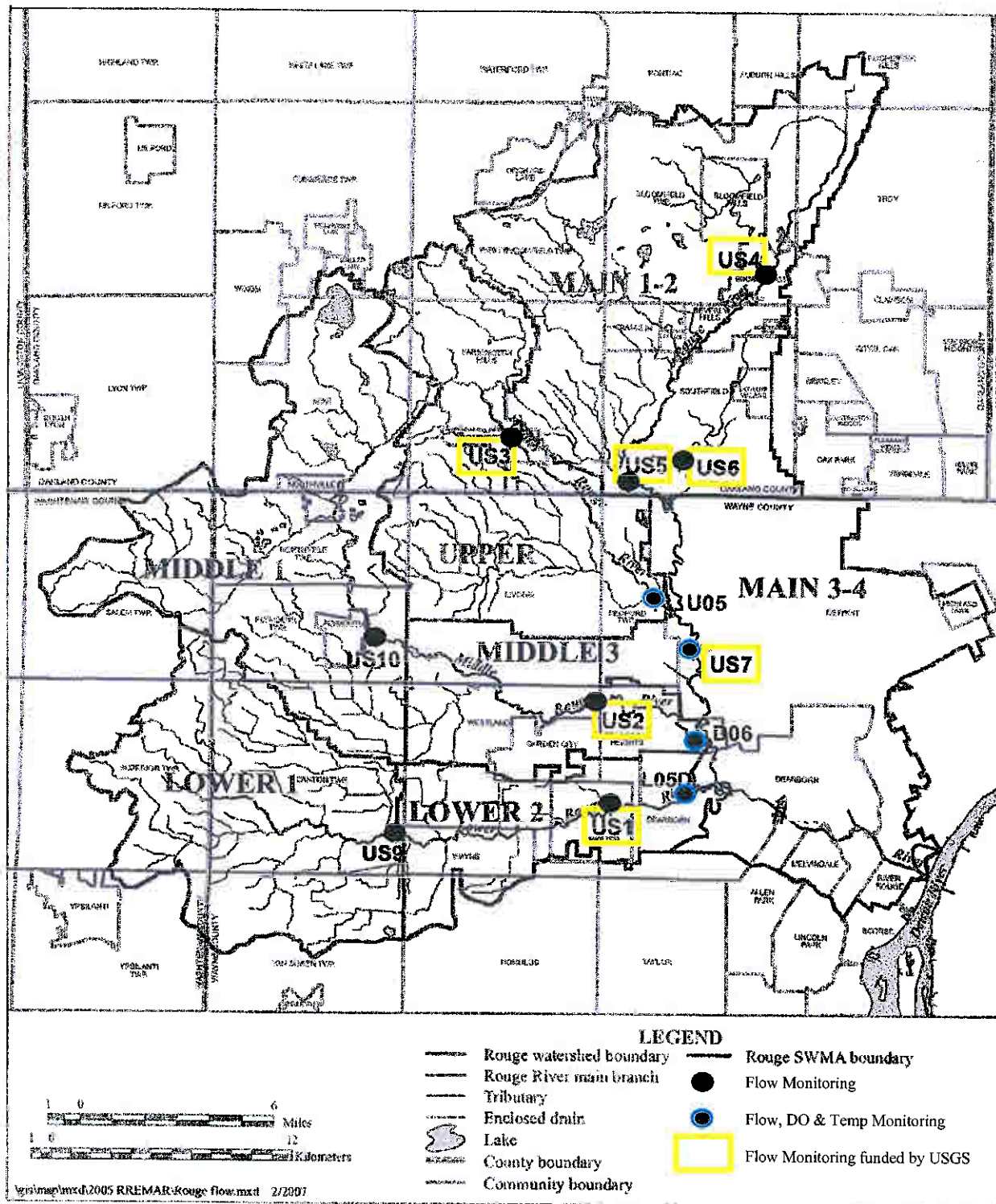
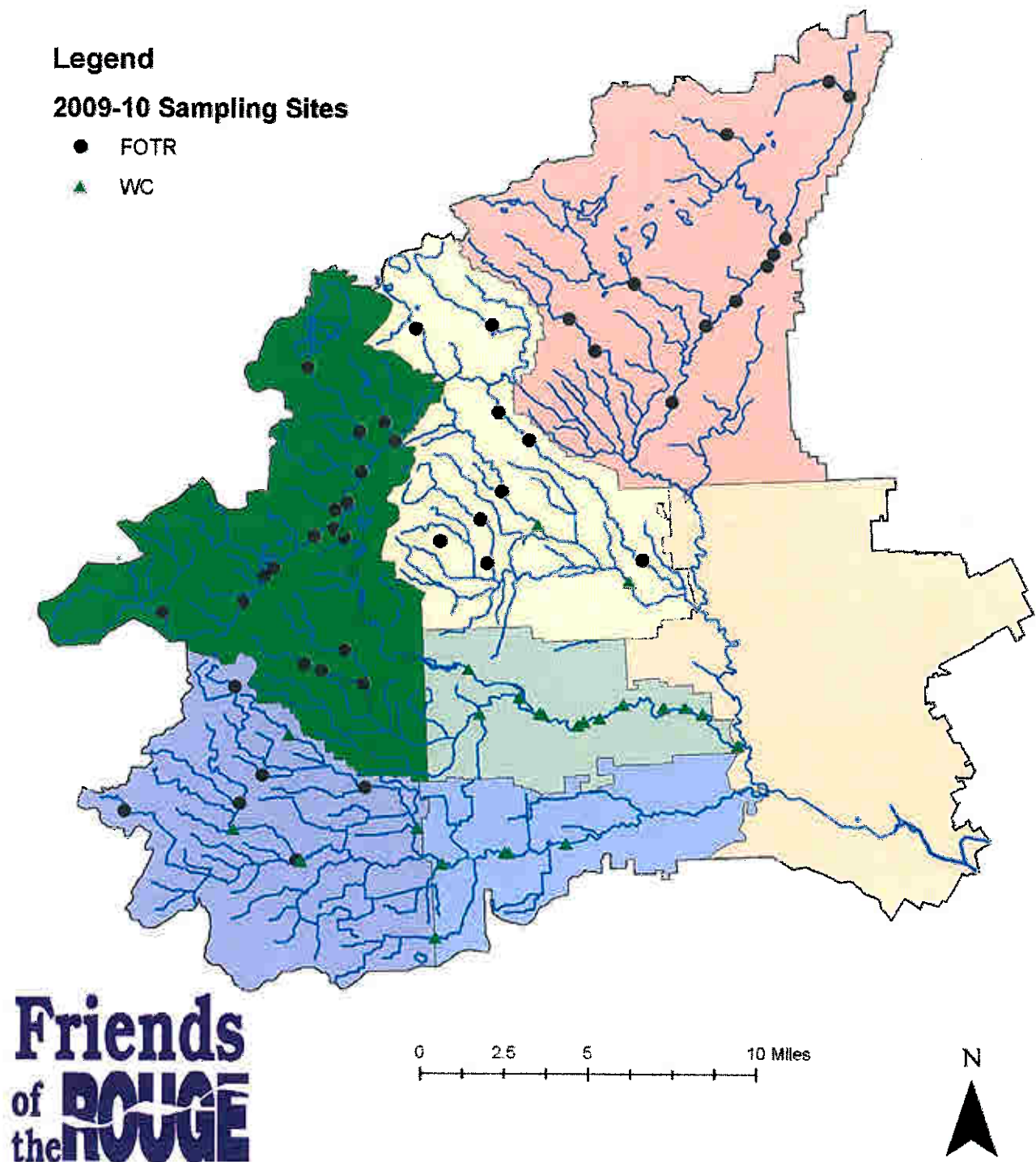




Figure 2. Macroinvertebrate Monitoring Locations



**Friends  
of the ROUGE**

2009 Budget Alternative 1

WQ Monitoring Planned so that it occurs 6 years after previous WQ monitoring events.

Rouge River Watershed Long - Term Monitoring Costs  
5 Year Program Budget

Element	Monitoring Locations	O = Non-Alliance Services (no charge to ARC)					Information Source
		2009	2010	2011	2012	2013	
Data Review, Analysis & Reporting							
Data Dissemination (Web View)		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	CDM's 2008 estimate for the WebView line item
Data review and flagging		\$5,000	\$10,000	\$5,000	\$10,000	\$5,000	CDM's 2008 estimates for REMAR & for minimal reporting
Data loading, processing, statistics, admin of the database		\$8,000	\$24,000	\$8,000	\$24,000	\$8,000	CDM's 2008 estimates for REMAR & for minimal reporting
Reporting including data/trend analysis		\$1,800	\$50,000	\$1,800	\$50,000	\$1,800	CDM's 2008 estimates for REMAR & for minimal reporting
Lab Analysis		\$0	\$0	\$0	\$0	\$0	
Hydrology							
Precipitation (all subsheds, but sparse in Wayne Co.)	Apr-Nov at 21 sites (15 min totals)	O	O	O	O	O	
Continuous/Perm. Stream Flow Meas. (all subsheds) [1]	Year round (15 min data)						
Main 1/2	3 sites (US1, US3, US6)	O	O	O	O	O	
Upper	US3 each year + US5 one year	O	\$15,960	O	O	O	USGS email estimate for 2009 and beyond
Middle 1	1 site at outlet (US10)			\$16,758			USGS email estimate for 2009 and beyond
Middle 3	US2 each year + D06 one year	O	O	\$16,758	O	O	USGS email estimate for 2009 and beyond
Lower 1	1 site at outlet (US9)				\$17,596		USGS email estimate for 2009 and beyond
Lower 2	US1 each year + L05D one year	O	O	O	\$17,596	O	USGS email estimate for 2009 and beyond
Main 3/4	1 site (US7)	O	O	O	O	O	
Water Quality							
Continuous water qual. mon. - DO/Temp (all subsheds) [1]	May-Oct (15 min. data)	site reestablishment	\$9,100	\$9,100	\$9,100	\$ 9,100	75th percentile of average USGS costs for 2008 data collection period.
Main 1/2							
Upper	1 site at outlet (U05)		\$11,844				USGS email estimate for 2009 and beyond
Middle 1							
Middle 3	1 site at outlet (D06)			\$12,136			USGS email estimate for 2009 and beyond
Lower 1							
Lower 2	1 site at outlet (L05D)				\$13,078		USGS email estimate for 2009 and beyond
Main 3/4	1 site (US7)					\$ 13,711	USGS email estimate for 2009 and beyond
Biological Health							
Fish, Macroinvertebrates, habitat, E. coli (all subsheds) [2]	As selected by MDRQ		O				
Macroinvertebrates (all subsheds)	20-24 throughout the watershed	\$ 45,000	\$46,350	\$47,741	\$49,173	\$50,648	FOTR proposal

NOTES:

[1] based 2009 budget with 5% annual cost increase from USGS

[2] E. coli monitoring based on the availability of funding as stated in the Rouge River E. coli TMDL

Data Review, Analysis & Reporting Budget: \$ 19,800 \$ 89,000 \$ 19,800 \$ 89,000 \$ 19,800 \$237,400  
Data Collection Budget: \$ 45,000 \$ 83,254 \$ 102,793 \$ 106,523 \$ 73,459 \$411,028

TOTAL ACTUAL ANNUAL COST \$ 64,800 \$ 172,254 \$ 122,593 \$ 195,523 \$ 93,259 \$648,428

TOTAL ANNUAL COSTS USING AVERAGING APPROACH FOR FIRST 4 YEARS					
	\$ 138,792	\$ 138,792	\$ 138,792	\$ 138,792	\$ 93,259
ROLL-OVER TO NEXT BUDGET YEAR	\$ 73,492	\$ 40,531	\$ 56,280	\$ -	N/A

2009 Budget Alternative 2

Upper Flow/WQ Moved from 2010 to 2009

Lower Flow/WQ Switched with Main 3/4 WQ

Rouge River Watershed Long - Term Monitoring Costs  
5 Year Program Budget

Element	Monitoring Locations	O = Non-Alliance Services (no charge to ARC)					Information Source
		2009	2010	2011	2012	2013	
Data Review, Analysis & Reporting							
Data Dissemination (Web View)		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	CDM's 2008 estimate for the WebView line item
Data review and flagging		\$5,000	\$10,000	\$5,000	\$10,000	\$5,000	CDM's 2008 estimates for RREMAR & for minimal reporting
Data loading, processing, statistics, admin of the database		\$8,000	\$24,000	\$8,000	\$24,000	\$8,000	CDM's 2008 estimate for RREMAR & for minimal reporting
Reporting including data/trend analysis		\$1,800	\$50,000	\$1,800	\$50,000	\$1,800	CDM's 2008 estimates for RREMAR & for minimal reporting
Lab Analysis		\$0	\$0	\$0	\$0	\$0	
Hydrology							
Precipitation (all subsheds, but sparse in Wayne Co.)	Apr-Nov at 21 sites (15 min totals)	O	O	O	O	O	
Continuous/Perm. Stream Flow Meas. (all subsheds) [1]	Year round (15 min data)						
Main 1/2	3 sites (US4, US5, US6)	O	O	O	O	O	
Upper	US3 each year + US5 one year	\$15,960	O	O	O	O	USGS email estimate for 2009 and beyond
Middle 1	1 site at outlet (US10)	O	O	\$16,758	O	O	USGS email estimate for 2009 and beyond
Middle 3	US2 each year + US6 one year	O	O	\$16,758	O	O	USGS email estimate for 2009 and beyond
Lower 1	1 site at outlet (US9)	O	O	O	O	\$17,596	USGS email estimate for 2009 and beyond
Lower 2	US1 each year + US33 one year	O	O	O	O	\$17,596	USGS email estimate for 2009 and beyond
Main 3/4	1 site (US7)	O	O	O	O	O	
Water Quality							
Continuous water qual. mon. - DO/Temp (all subsheds) [1]	May-Oct (15 min. data)	\$9,100		\$9,100	\$9,100	\$ 9,100	75th percentile of average USGS costs for 2008 data collection period.
Main 1/2							
Upper	1 site at outlet (US5)	\$11,844					USGS email estimate for 2009 and beyond
Middle 1							
Middle 3	1 site at outlet (US6)			\$12,436			USGS email estimate for 2009 and beyond
Lower 1							
Lower 2	1 site at outlet (US10)					\$ 13,711	USGS email estimate for 2009 and beyond
Main 3/4	1 site (US7)				\$13,058		USGS email estimate for 2009 and beyond
Biological Health							
Fish, Macroinvertebrates, habitat, E. coli (all subsheds) [2]	As selected by MDEQ		O				
Macroinvertebrates (all subsheds)	20-24 throughout the watershed	\$ 45,000	\$46,350	\$47,741	\$49,173	\$50,648	ROTR proposal

NOTES:

[1] based 2009 budget with 5% annual cost increase from USGS

[2] E. coli monitoring based on the availability of funding as stated in the Rouge River E. coli TMDL

Data Review, Analysis & Reporting Budget: \$ 19,800 \$ 89,000 \$ 19,800 \$ 89,000 \$ 19,800 \$ 237,400

Data Collection Budget: \$ 81,904 \$ 46,350 \$ 102,793 \$ 71,331 \$ 108,651 \$411,028

TOTAL ACTUAL ANNUAL COST: \$ 101,704 \$ 135,350 \$ 122,593 \$ 160,331 \$ 128,451 \$648,428

TOTAL ANNUAL COSTS USING AVERAGING APPROACH FOR FIRST 4 YEARS



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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2009 Budget Recommendation from the Technical Committee for ARC Collaborative IDEP and E.coli TMDL Plan

**REQUEST DATE:** August 22, 2008

**LINE ITEM:** TC2: ARC Collaborative IDEP and *E. coli* TMDL Plan

**COMMITTEE MAKING REQUEST:** Technical Committee

**BACKGROUND:** Pursuant to the new MDEQ NPDES Phase II Storm Water Permit communities must meet more prescriptive requirements with regard to IDEP activities and TMDL activities. These tasks include discharge point locations, storm water system maps, wet weather monitoring for *E. coli*, dry weather screening, including field sampling, water quality and watershed monitoring, and public education. In a continued effort to develop cost-effective approaches to meeting the new storm water regulations, the Technical Committee and Executive Director staff proposed a Round IX Grant activity that would include developing an ARC IDEP and TMDL Implementation Plan representing an alternative approach for compliance under the new permit. The overall goal is to significantly reduce the tasks and reporting requirements by the individual communities through this collective approach. This proposal was ranked in the highest/high categories in the SWAG meetings; however, it was subsequently determined that a grant cannot be issued to Wayne County by Wayne County acting as the lead for this project. Thus, it was determined that an ARC budget request was the most effectual means to complete this task.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** The main purpose of this project is to develop an ARC IDEP and *E. coli* TMDL implementation plan that will represent an acceptable alternative approach for compliance under the new NPDES Phase II permit while reducing workload and costs to individual ARC members for IDEP and TMDL compliance activities. The following five (5) objectives further define the scope of this project:

- 1) Prepare the ARC Alternative IDEP and TMDL plan for submittal to the MDEQ on behalf of the ARC members. This plan will compile existing activities and strategies already in place into one document to demonstrate the success of the current and ongoing cost-effective programs. This plan will benefit all ARC members by meeting both IDEP and TMDL requirements in the new Phase II permit. Wayne County will prepare the plan with input from Oakland County, ARC members and ARC Executive Director. (Responsibility - Wayne County)
- 2) Identify locations and conduct further analyses, dye testing and/or field investigations of known *E. coli* "hot spot" areas based on existing sampling data results. The goal is to

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further isolate these problem areas and identify the potential sources. Costs associated with this work are described in the Budget section of this request. (Responsibility - Wayne County with participation as appropriate from ARC members in areas where hot spots are identified)

- 3) Develop and implement a public education campaign with regard to illicit discharges and their impacts on water quality. (Responsibility -PIE Committee - task not included in this budget request)
- 4) Create a watershed-wide GIS map of known outfalls/discharge points (as needed for the plan). This would be accomplished by collecting all electronic data outfall/discharge point data and create a database/map with known information such as ownership, size, material, etc. This would be a paper exercise and no verification of information would be completed. Once this action is complete an electronic database would be available to all ARC members with the location and ownership of Rouge outfalls discharging to waters of the state. (Responsibility -Wayne County to act as clearinghouse for data collection and map preparation; communities and other counties to provide data as available)
- 5) Develop a template web-based reporting mechanism for Phase II permit reporting with regard to this collaborative approach. (Responsibility - Executive Director)

**RATIONALE (including why needed):** The new Phase II permit requires the dry-weather screening and wet weather sampling in the IDEP and TMDL requirements. This alternative plan and approach is proposed in lieu of completing these more prescriptive permit sampling and monitoring requirements. The watershed-wide outfall map will facilitate a step towards achieving one ARC report to the MDEQ. The plan and reporting mechanism will benefit all ARC members by meeting the Phase II permit requirements for these activities.

**BUDGET (including how the amount requested was established):** The estimated total ARC budget for this task is \$100,000 with \$50,000 from ARC membership dues. Wayne County's activities under task 2 are funded through a CMI monitoring grant for \$100,000. Oakland County has applied for a Round 9 Grant that, if awarded, will address activities in Oakland County under task 2. If not awarded, the plan will include activities for future budget years in Oakland County. Of the \$100,000 budget, \$88,000 is assigned to Wayne County with \$12,000 assigned to the Executive Director.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Technical Committee (currently, Mr. Gary Zorza, Vice-Chair) will oversee the task on behalf of the Technical Committee.



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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2009 Budget Recommendation from the Technical Committee for Green Infrastructure and Impervious Land Cover Mapping

**REQUEST DATE:** August 22, 2008

**LINE ITEM:** TC3: Green Infrastructure and Impervious Land Cover Mapping

**COMMITTEE MAKING REQUEST:** Technical Committee (TC)

**BACKGROUND:** From the July/August 2006 Storm Water Journal: *The Natural Resources Conservation Service, historically, and the Center for Watershed Protection, more recently, have deemed forest cover to be the best use of land for water storage, recharge, runoff reduction, pollutant reduction, and habitat. Tom Schuler, former Director of Watershed Research and Practice for the Center, sees percent forest cover – rather than impervious surface – as a leading indicator of watershed health. Communities around the Rouge River Watershed have begun to embrace “Green Infrastructure - Grow Zone” projects such as low impact development, rain gardens, riparian buffer expansions, bioswales, etc. Many have “Tree” committees to promote and manage their urban trees and forests.*

This task is recommended to accomplish three objectives: (1) quantify and communicate the economic and environmental benefits of existing green infrastructure in the Rouge River watershed; (2) provide the means to evaluate the impacts of future development and/or grow zone projects; and (3) establish the baseline green infrastructure and update the impervious surfaces GIS data coverages for use in evaluating the long-term success/impacts of watershed protection and restoration activities. The Technical Committee has specific interest in the impervious surface mapping for use in evaluating new development, redevelopment and targeting potential areas for retrofits or conversion of impervious surfaces to grow zones/trees. This information may also be helpful in planning and implementing storm water utilities.

Impervious cover impacts stream ecosystems by increasing the proportion of storm water runoff discharged from the watershed directly to the stream as compared with the proportion that infiltrates back into the ground or is detained in wetland systems. Negative effects of increased runoff to streams include hydrologic, structural habitat, and water quality impacts. The Center for Watershed Protection developed an “Impervious Cover Model” (ICM) that predicts the quality and character of a stream based on the percentage of IC in the watershed. The ICM contains three categories: (0-11% IC = Sensitive; 11-25% = Impacted; 25% = Degraded) (Schueler, 1994). Using this information basis, the ARC and individual communities will be able to evaluate and assess benefits and impacts from potential projects as well as prioritize areas for retrofits in reducing impervious cover.

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**DESCRIPTION OF ANTICIPATED ACTIVITIES:** A contractor will be hired to process existing aerial imagery to create the green infrastructure and the impervious surfaces GIS data coverages for the Rouge River watershed. All communities will be given access of these datasets for use in modeling and/or evaluating the impacts of new development projects. The GIS data for impervious areas will not differentiate between driveways, buildings, sidewalks, parking lots and roads but the GIS technician will be able to identify these different surfaces on a project by project basis. A report will be generated using CityGreen software and the Green Infrastructure data. Results of the analysis will be publicized via press releases and media packets identifying the economic and environmental benefits of Green Infrastructure. A workshop, coordinated through the PIE committee, will be held to promote and instruct ARC members in the use of Green Infrastructure Analysis system.

**RATIONALE:** The Rouge River Watershed Management Plan Update information is currently demonstrating that flow/volume control is one of the most significant issues to address throughout the watershed. Volume control is managed through various BMPs that utilize storm water runoff from the smaller rain events, typically less than the 2-year event. The CityGreen program has demonstrated that this volume control can be estimated through changes in land cover, such as converting paved or turf areas to grow zones or trees. It also estimates changes in pollutant loading for the pollutants identified as priority stressors in the watershed plans.

In addition, storm water coordinators will have the capability of communicating both the environmental and economic benefits that existing and/or new vegetative best management practices will have. Municipal planners will have the ability to assess the environmental and economic costs and benefits of future development projects. The ARC will be able to assess the environmental health of the watershed and the long-term success of storm water permit, watershed management activities. The change in tree canopy combined with changes in impervious cover may be utilized as a measurement tool for long-term watershed improvements.

**BUDGET:** The image processing costs are estimated at \$85,000 for 2008 USGS Leaf Off 4-band imagery. The Technical Committee is requesting \$85,000 with the understanding that the PIE Planning Committee budget request will include additional funds to create a Green Infrastructure Public Education Campaign which will include educational workshops aimed at local community staff, local official, the media as well as the general public consistent with the ARC *E.coli* TMDL Action Plan and designed to maximize the use of this by the ARC and the ARC members and partners. If the contractor bids exceed the overall budgeted amount this activity will not proceed and budgeted funds will be re-assigned to other tasks as appropriate.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Vice-Chair of the Technical Committee (currently, Mr. Gary Zorza) will oversee the task on behalf of the Technical Committee. Wayne County will oversee the imagery processing. It is anticipated that this task will be completed in cooperation with the PIE committee and that an interim committee comprised of members from both the Technical and PIE committees will participate in the selection process. The Executive Director will be responsible for contractor procurement documents, advertisements, coordination with the committees, notification of contractor award and contract documents.



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**ALLIANCE OF ROUGE COMMUNITIES  
FINANCE COMMITTEE**

**2009 Budget Recommendation from the  
Technical Committee for  
Pursuing Grant Opportunities**

**REQUEST DATE:** August 22, 2008

**LINE ITEM:** TC4: Pursuing Grant Opportunities

**COMMITTEE MAKING REQUEST:** Technical Committee

**BACKGROUND:** There has been considerable financial support for the Rouge Project and the Alliance of Rouge Communities in the past through the U. S. EPA National Wet Weather Demonstration grant that offset the community costs for activities, projects, and programs. This funding has consistently been reduced over the past few years and is expected to drop off substantially after 2009. The Technical Committee and the Grants Committee recognize the urgency of finding alternative funding sources to support monitoring and other SWPPI permitting activities required as part of ARC members' storm water permits. The Watershed Management plans will be complete by the end of this year and it will be important to continue to identify sources of funding for project implementation for continued watershed restoration activities.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** The Technical Committee in conjunction with the Grants Committee proposes a concerted effort to pursue additional grant opportunities in 2009. This task will support seeking out grant opportunities, preparation of applications and provide some financial resources as matching funds. The Technical Committee is particularly interested in opportunities that will support water quality monitoring and the development of an on-line SWPPI activity reporting system.

**RATIONALE (including why needed):** The declining trend of Federal funding for the Rouge Project is expected to drop off significantly in 2009. The Technical Committee believes it will be important in 2009 to find other funding sources to help fund activities that are required elements of ARC members' SWPPIs and new permit requirements. Because grant applications typically have short deadlines, it will be important that the Technical Committee has the authority to act quickly when a request for proposals hits the streets. The committee therefore requests a budget line item that will provide

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August 22, 2008

2009 TC Pursue Grant Opportunities Budget Request-FINAL.doc

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immediate resources for the preparation of grant applications and matching funds that often substantially improve the chance of being awarded a grant.

**BUDGET (including how the amount requested was established):** The 2009 estimated budget for Pursuing Grant Opportunities is \$50,000. This amount was established by evaluating the effort involved in preparing grant applications, priority activities grant funding is targeted for, the number of grants that will likely be pursued (estimated at 2), and resources to match one successful award. Matching funds were estimated to support a 35% match for a \$100,000 grant or \$35,000. \$10,000 is initially assigned to the ARC Executive Director for grant writing activities as they arise. Specific grant applications will follow the ARC Grant procedures through the Grants Committee.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Technical Committee (currently, Mr. Gary Zorza, Vice-Chair) will oversee the task on behalf of the Technical Committee and the Executive Director/ARC Staff will coordinate with the Grants Committee to authorize projects with which to apply for funding.



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**ALLIANCE OF ROUGE COMMUNITIES  
FINANCE COMMITTEE**

**2009 Budget Recommendation from the  
Technical Committee for  
NPDES Phase II Workgroup**

**REQUEST DATE:** August 22, 2008

**LINE ITEM:** TC5: ARC NPDES Phase II Committee

**COMMITTEE MAKING REQUEST:** Technical Committee

**BACKGROUND:** Separate from the Technical Committee's efforts in reviewing and discussing single permit options/collaborative approaches/single annual reports, the group recommends that a Phase II workgroup form to continue evaluating and recommending alternative approaches for meeting the permit requirements. As ARC members, the ongoing mission is to work together in a cost-effective approach to improving watershed conditions and meeting permit requirements. The new watershed permit offers opportunities for collaborative approaches through development of alternative approaches or elective options. Two collaborative approaches are recommended through this budgeting process including an overall ARC PIE Public Education Plan and the ARC Collaborative IDEP/TMDL plan. Additional options for working collaboratively in meeting the other permit requirements should be reviewed and considered. This workgroup will continue this process. It is anticipated that the workgroup will consist of members from the Technical, PIE and Executive Committees.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** It is anticipated that four (4) meetings will be coordinated of this workgroup within the first six months of 2009 (*anticipating that the permit contested case issues will be resolved*). Executive Director staff will continue to research collaborative opportunities implemented in other areas of the country for discussion within the workgroup. Deliverables will include meeting summaries and a final memorandum summarizing a recommended long-term ARC approach and action plan to meeting the various permit requirements. This final memorandum will be presented to the Executive Committee

**RATIONALE (including why needed):** With limited funds available to communities and counties for meeting permit requirements, collaborative approaches will continue to show that cost-effective actions result in improvements without the need for

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prescriptive requirements. Since the storm water requirements cover many technical and non-technical disciplines, a workgroup consisting of a cross-section of the storm water representatives will be most effective. By creating a workgroup to discuss ideas and implementation strategies communities would be represented and various needs reviewed.

**BUDGET (including how the amount requested was established):** The 2009 estimated budget for coordinating the ARC NPDES Phase II Committee is \$18,000. This budget item is based on similar budgets for other ARC committees.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Technical Committee (currently, Mr. Gary Zorza, Vice-Chair) will oversee the task on behalf of the Technical Committee. The ARC Executive Director will be responsible for meeting facilitation and preparation of the final memorandum.



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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2009 Budget Recommendation from the Technical Committee for Technical Committee Phase II Permit Initiatives

**REQUEST DATE:** September 9, 2008

**LINE ITEM:** TC6 Technical Committee Phase II Permit Initiatives

**COMMITTEE MAKING REQUEST:** Technical Committee

**BACKGROUND:** This task is recommended to create a reserve to pay for Phase II Permit Technical Committee activities that may be necessary during the budget year, but currently undefined when the budget was created. For example, it is anticipated that some level of effort will be necessary to develop guidance/training/materials/technical information with regard to two (2) specific components in the new NPDES Phase II permit, including the Storm Water Pollution Prevention Plan requirements and the Post-Construction Maintenance and Enforcement requirements. This budget recommendation is consistent with a similar budget recommendation from the PIE Committee.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** Work associated with these activities will be first dependent on the outcome of the Phase II permit negotiations followed by discussions with other entities and ARC members, including the Counties and SEMCOG, to determine what information is currently available versus what information is lacking to meet the requirements of the permit. At that time, an ARC task may be identified by the Technical Committee. The proposed budget will remain in reserve until the specific tasks are identified.

**RATIONALE (including why needed):** As the Phase II permit requirements are further defined/refined, it will be necessary to work quickly to develop guidance for meeting specific permit requirements for which guidance currently does not exist. The effort will clearly involve coordination with other entities that may have materials/guidance/programs to assist in meeting requirements while the specific ARC task may involve developing guidance that does not exist or will not be handled by the Counties or other entities such as SEMCOG.

**BUDGET (including how the amount requested was established):** The estimated reserve budget for these Technical Committee initiatives is \$15,000 with \$7,500 from ARC membership dues and \$7,500 from the grant.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Technical Committee (currently, Mr. Gary Zorza, Vice-Chair) will work with the Technical Committee and ARC staff to identify the scope of these activities as the Phase II permit requirements are further defined. The Technical Committee will make a budget recommendation for review and approval according to the ARC Finance Policy.

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August 22, 2008

2009 Technical Committee Phase II Initiatives.doc

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Alliance of Rouge Communities  
Organizational Committee  
2009 Budget Requests  
September 11, 2008



**ALLIANCE OF ROUGE COMMUNITIES  
FINANCE COMMITTEE**

**2009 Budget Recommendation for  
Executive Director Services**

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**REQUEST DATE:** September 11, 2008

**LINE ITEM:** OC1 Executive Director Services

**COMMITTEE MAKING REQUEST:** Organizational Committee

**BACKGROUND:** The ARC hired ECT as its Executive Director in early 2007. Based on the performance to date, the ARC Officers requested an updated cost proposal from ECT should the Executive Committee wish to extend the service contract for an additional year.

Attached is the breakdown of hours and costs. The 2009 services represent a juggling of hours between assigned staff members from ECT to more accurately reflect the level of service provided in 2007 and 2008. The service level is similar to 2007 and 2008.

The primary change in the budget is reflected in the fiduciary services provided by the Executive Director and the use of a new accounting software, Quickbooks.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** The Executive Director oversees the day-to-day business of the ARC. The Executive Director assists the various standing committees as well as the SWAGs.

**RATIONALE (including why needed):** The ARC needs a leader to handle day-to-day operations.

**BUDGET (including how the amount requested was established):** The 2008 estimated budget for these services is \$159,391 based on the estimate of the effort depicted on the attached spreadsheet. For comparison sake, the budget for 2007 is \$150,645 for a similar scope of services.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Executive Committee must approve any extension of contract with the Executive Director in 2009. The Executive Director will report to the ARC Chair.

**August 22, 2008**

**2009 Executive Director Budget**  
**Environmental Consulting Technology, Inc.**





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**ALLIANCE OF ROUGE COMMUNITIES  
FINANCE COMMITTEE**

**2009 Budget Recommendation**

**REQUEST DATE:** September 9, 2008

**LINE ITEM:** OC2 ARC Insurance

**COMMITTEE MAKING REQUEST:** Organizational Committee

**BACKGROUND:** In 2006, 2007 and 2008 the ARC approved an insurance contract for liability insurance coverage for its directors and officers. This request is a continuation of the same policy coverage as last year; however, the Executive Director and Wayne County are currently reviewing the IAA with the insurance provider to verify if changes are needed based on the IAA changes with the Executive Director providing fiduciary services.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** The insurance is needed to protect the directors and officers (and any other ARC members) against claims filed against them as executives of the organization.

**RATIONALE (including why needed):** The ARC needs insurance.

**BUDGET (including how the amount requested was established):** \$4,500 based on an estimated budget. \$4,400 was budgeted in 2008. It is anticipated that this line item will be confirmed prior to the September 23, 2008 Full ARC meeting.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Executive Director will ensure the insurance coverage does not lapse in 2009.





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Alliance of Rouge Communities  
Public Involvement and  
Education Committee  
2009 Budget Requests  
September 11, 2008

**2009 Budget****ARC Public Involvement and Education Committee**

Task	Type	Budget
1. Green Infrastructure Education and Outreach Campaign Supports—ARC <i>E. coli</i> Action Plan and Collaborative IDEP and Green Infrastructure Analysis <ul style="list-style-type: none"><li>• Mini-grant Program and Administration (\$55,000)</li><li>• Join National Partnership – Green Infrastructure Action Strategy (\$0)</li><li>• Green Infrastructure Workshops, Bus Tour, Publicity (\$20,000)</li><li>• Septic System Maintenance Workshops (\$5,000)</li></ul>	Planning, Implementation	\$80,000
2. Detention Pond Maintenance Manual Update Supports – ARC <i>E. coli</i> Action Plan & Collaborative IDEP	Writing, Editing,	\$7,500
3. Public Ed Materials Supports PEP requirements <ul style="list-style-type: none"><li>• Waterfront Wisdom Brochure Update (\$2,500)</li><li>• Print Materials(Detention Pond Manual, brochures and tip cards, Waterfront Wisdom,) (\$10,000)</li><li>• Distribution (\$5,000)</li><li>• Municipal Maintenance Education Tapes (\$5,000)</li></ul>	Editing, Printing, Distribution	\$22,500
4. Collaborative PEP	Planning	\$5,000
5. Website Maintenance	Update(Writing, Editing) Monthly Fee	\$6,000
6. Rouge 2009	Planning, Writing/Editing/Implementation	\$7,800
7. PIE Initiatives	Planning, Implementation	\$9,700
Total		\$138,500



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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2009 BUDGET RECOMMENDATION

**REQUEST DATE:** August 20, 2008

**LINE ITEM:** Green Infrastructure Education and Outreach Campaign

**COMMITTEE MAKING REQUEST:** PIE

**BACKGROUND:** Green Infrastructure is being promoted nationally, by EPA, the Association of State and Interstate Water Pollution Control Administrators, National Association of Clean Water Agencies, Natural Resources Defense Council, American Rivers, and the Low Impact Development Center, as a significant component of CSO, SSO and Storm Water management programs. This task will be implemented in cooperation with and supports three tasks being undertaken by the Technical Committee: the ARC's *Collaborative IDEP and E. coli TMDL Plan*, the *Rouge River Watershed Monitoring Activities* and the *Green Infrastructure and Impervious Land Cover Mapping* work effort.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** This task will include the following activities:

- The ARC will become a signatory partner to the *National Green Infrastructure Action Strategy – Managing Wet Weather with Green Infrastructure* and will promote the initiative at Rouge 2009.
- Mini-grant program: The PIE Committee will publicize and oversee a mini-grant program that will provide funding to facilitate communities, schools and non-profits to establish schoolyard habitats, native plant grow zones, buffers, plant trees and establish small rain gardens. This task reflects the ARC's efforts for two years to promote green infrastructure, including the application for a 319 grant last year from MDEQ. The projects being targeted with this budget are simple grow zones, buffers and rain gardens that can be easily installed and then used to educate the public and promote similar activities in schools, communities and neighborhoods. It is our intention that some of these projects could be promoted at the workshop discussed later.
- Program Administration: The PIE Committee will conduct up to four meetings with ARC staff, communities and PIE members to develop criteria, accept applications and screen applications for grants
- Green Infrastructure Workshop, Bus Tour and Publicity: The PIE Committee and staff will coordinate activities with other non-profits and organizations promoting green infrastructure and low-impact development (FOTR, SOCWA, SEMCOG) and generate publicity for the ARC project. Ultimately, the PIE Committee will hold a workshop/media event that will publicize the benefits of green infrastructure with

local and national speakers and include a bus tour of example sites for local, state and national officials and the media.

- **Septic System Maintenance Workshops:** The PIE Committee will plan, promote and present up to four septic system maintenance workshops around the Rouge Watershed.

**RATIONALE (including why needed):** Green Infrastructure is a catch all term for many of the post-construction storm water BMPs that need to be implemented to maintain storm water permit compliance and should be implemented on an increasing basis to realize the restoration of the Rouge River. This activity will directly support the ARC's *Collaborative IDEP and E. coli TMDL Plan*, the *Rouge River Watershed Monitoring Activities* and the *Green Infrastructure and Impervious Land Cover Mapping* work effort conducted by the Technical Committee. In addition to reducing storm water runoff and sewer overflows, Green Infrastructure has a variety of environmental and economic benefit. These benefits include: cleaner water, enhanced water supplies, cleaner air, reduced urban temperatures, moderates the impacts of climate change, increased energy efficiency, source water protection, community aesthetics and cost savings.

**BUDGET (including how the requested amount was established):** \$80,000

- **Mini-grant Program:** \$50,000, projects from \$1,000-\$5,000. Budget cost is based on similar projects conducted by Wayne County Department of Environment, the Riparian Corridor Technical Advisory Committee and Friends of the Rouge Schoolyard Habitat and Great Lakes Commission projects.
- **Program Administration:** \$5,000. This budget will cover staff time for four meetings and expenses
- **Join National Partnership – Green Infrastructure Action Strategy** (\$0)
- **Green Infrastructure Workshops, Bus Tour, Publicity:** \$20,000. The cost of the workshop, materials and presentations is \$15,000 based on the cost of a public education workshop for 100 people conducted in 2004; publicity throughout the year and the cost of the bus tour is \$5,000;
- **Septic System Maintenance Workshops:** \$5,000, this budget is identical to previous years.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Public Involvement and Education Committee (currently, Ms. Jennifer Lawson) will oversee the task on behalf of the PIE Committee. ARC Executive Director staff will perform the work. Wayne County DOE would provide assistance with the GI Workshops, Bus Tour and Publicity and share budget (\$2,000)



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## **ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE**

### **2009 BUDGET RECOMMENDATION**

**REQUEST DATE:** August 20, 2008

**LINE ITEM:** Detention Pond Maintenance Manual Update

**COMMITTEE MAKING REQUEST:** PIE

**BACKGROUND:** In 2003, the ARC PIE Committee conducted several planning meetings to design a Detention Pond Maintenance Manual for residents in ARC communities. Workshops were held to publicize the manual to watershed residents. Since then, this well-regarded manual has been a very popular publication for the ARC communities and has been used by other watershed groups, such as the Alliance of Downriver Communities.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** The current Detention Pond Maintenance Manual will be updated and include maintenance checklists for residents, commercial operators and municipal employees.

**RATIONALE:** Distribution of this manual will help the ARC communities fulfill PEP and IDEP activities targeted at several audiences as required by the state's storm water permit.

**BUDGET:** \$7,500. The 2003 budget for the creation of the manual and the workshops was \$10,000, which was inadequate to cover the scope of the task. This budget anticipates that the manual will be rewritten to reflect the current needs of ARC members and represents the cost of updating the manual, re-writing where necessary and re-formatting. Printing of the booklet is included in the Public Education Materials Task.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Public Involvement and Education Committee (currently, Ms. Jennifer Lawson) will oversee the task on behalf of the PIE Committee. ARC Executive Director staff will perform the work.



## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2009 BUDGET RECOMMENDATION

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**REQUEST DATE:** August 20, 200

**LINE ITEM:** Print and Distribute Public Education Materials

**COMMITTEE MAKING REQUEST:** PIE

**BACKGROUND:** The PIE Committee has printed and distributed a variety of public education materials to ARC communities to help them fulfill requirements of their storm water permits. These materials have included sizeable quantities of tip cards on fertilizer use, brochures on septic system maintenance and Fogs, Oils and Greases (FOG) and detention pond manuals. This inventory has been exhausted after three years.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** This task would cover the cost of reprinting some of these items and printing new items such as an updated detention pond manual. In addition this task would provide for minor editing and printing of "Waterfront Wisdom," which was created by OCDC for riparian landowners in Oakland County. This will be made available for all ARC communities to distribute to their riparian landowners. This task would pay for the purchase of municipal maintenance education tapes for use by ARC communities to train new staff. In addition, this task would provide for staff time for distribution and reporting activities. Finally, this task will pay for ARC staff to distribute materials, communicate with members and update the web-based ARCommunications newsletter.

**RATIONALE (including why needed):** This activity would help ARC communities fulfill the public education program (PEP) requirements of their storm water permits, on topics such as septic system maintenance, detention pond maintenance, riparian stewardship.

**BUDGET (including how the requested amount was established):** \$22,500.

Waterfront Wisdom brochure: \$2,500 (10 hours editing and 16 hours design)

Print Materials: (Detention Pond Manual, brochures/tip cards, Waterfront Wisdom and other materials): \$10,000

Distribution: \$5,000 (\$3,000 ARC Staff; \$2000 Wayne County DOE)

Municipal Maintenance Education Tapes: \$5,000 (These tapes are \$495 for the series. It is the intention of the PIE Committee to see if there will be a break for a bulk order. Otherwise, this would pay for 10 sets of tapes.)

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Public Involvement and Education Committee (currently, Ms. Jennifer Lawson) will oversee the task on behalf of the PIE Committee. ARC Executive Director staff and Wayne County (Distribution of materials) will perform the work.



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## **ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE**

### **2009 BUDGET RECOMMENDATION**

**REQUEST DATE:** August 20, 2008

**LINE ITEM:** Collaborative Public Education Plan (PEP)

**COMMITTEE MAKING REQUEST:** PIE

**BACKGROUND:** In the past, the ARC Technical Committee and PIE Committee developed a template for PEP and IDEP activities that was used by ARC communities when preparing their Storm Water Pollution Prevention Initiatives (SWPPIs) and later when they completed their annual reports required by the State of Michigan

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** This task will pay for the development of a collaborative Public Education Plan (PEP) for ARC members to use when the new permit is finalized. It is anticipated that ultimately, the ARC will be able to submit one PEP on behalf of its members and provide the reporting necessary for ARC members to comply with their permit requirements.

**RATIONALE (including why needed):** This activity will ultimately streamline the process for documenting and reporting public education activities required by the state's storm water permit.

**BUDGET (including how the requested amount was established):** \$5,000. This budget will pay for up to four meetings to develop and write the plan.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Public Involvement and Education Committee (currently, Ms. Jennifer Lawson) will oversee the task on behalf of the PIE Committee. ARC Executive Director staff will perform the work.





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## **ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE**

### **2009 BUDGET RECOMMENDATION**

**REQUEST DATE:** August 18, 2008

**LINE ITEM:** ARC Website Update and Maintenance

**COMMITTEE MAKING REQUEST:** PIE

**BACKGROUND:** Monthly maintenance and regular updates are required for the ARC website ([www.allianceofrougecommunities.com](http://www.allianceofrougecommunities.com)) This task would provide budget to pay the monthly website fee and staff time to provide regular updates to the site.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** This budget would cover the cost of monthly maintenance, including adding graphics, editing and review and the monthly website fee.

**RATIONALE:** This activity would provide for technical support to the website as well as production of a website that is useful to ARC members and the general public.

**BUDGET:** \$6,000. The budget was based on hours per month to perform updates and maintenance and the monthly website fee. Annual website fee: \$360; Graphics, editing and review: \$5,640 (70 hours)

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Public Involvement and Education Committee (currently, Ms. Jennifer Lawson) will oversee the task on behalf of the PIE Committee. The ARC Executive Director staff will perform the work.





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## **ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE**

### **2009 BUDGET RECOMMENDATION**

**REQUEST DATE:** August 20, 2008

**LINE ITEM:** Rouge 2009

**COMMITTEE MAKING REQUEST:** PIE

**BACKGROUND:** For more than ten years, the PIE Committee staff has helped plan and provide support for the Rouge legislative briefing at the University of Michigan-Dearborn. This event typically draws 200-300 people, including local community representatives, business and industry representatives, and state and federal officials.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** It is anticipated that budget for this task will provide for one to two plannings meeting for staff typically held at the University of Michigan Dearborn and time to develop the presentations, which includes writing, editing, and graphics support. In addition, this budget pays for development of handouts and staff support on the day of the event.

**RATIONALE:** In past years, this activity was included first in the Rouge Program Office Public Education budget, then the ARC PIE Committee Budget, and finally, in 2007 and 2008, the Executive Director Services budget for the PIE Committee. The proposed 2009 Executive Director Services Budget does not include budget for this effort within the PIE Committee staffing services.

**BUDGET:** \$7,800. This budget represents 40 hours of staff time to attend the meetings, develop the presentations and provide support at the event. Another 40 hours is included for graphics support, development of handouts and support at the event.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Public Involvement and Education Committee (currently, Ms. Jennifer Lawson) and Ms. Kelly Cave of Wayne County DOE will oversee this task. ARC Executive Director staff will perform the work.



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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2009 BUDGET RECOMMENDATION

**REQUEST DATE:** August 20, 2008

**LINE ITEM:** PIE Phase II Initiatives

**COMMITTEE MAKING REQUEST:** PIE

**BACKGROUND:** This task is recommended to create a reserve to pay for PIE Committee activities that may be necessary during the budget year, but unforeseen when the budget was developed. For example, this year, Farmington Hills has offered the use of its cable television staff to film a 10-minute video about Rouge River restoration efforts and the current watershed management planning efforts. There was no budget for this activity in the PIE budget. However, it is being completed by the community and ARC members, with some support by the ARC Executive Director staff based on the fact that there is surplus budget in the Main 3-4 Measuring Our Success Poster in the 2008 budget. This 2009 budget would not be used without a request from the PIE Committee Chair based on PIE Committee support.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** Work associated with these activities will first be dependent on the outcome of the Phase II permit negotiations followed by discussions with other entities and ARC members to determine what information is currently available versus what information is lacking to meet the requirements of the permit. At that time, an ARC task may be identified by the PIE Committee. The proposed budget will remain in reserve until the specific tasks are identified.

**RATIONALE:** As the Phase II permit requirements are further defined/refined, it will be necessary to work quickly to develop guidance for meeting specific permit requirements for which guidance currently does not exist.

**BUDGET:** \$7,200

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Public Involvement and Education Committee (currently, Ms. Jennifer Lawson) will oversee the task and make a recommendation to the Finance Committee on behalf of the PIE Committee. ARC Executive Director staff would perform the work.



James W. Ridgway, P.E.  
Executive Director

## Purchasing Policy

*Adopted by the Alliance of Rouge Communities on 5/6/08*  
*Amended on \_\_\_\_\_*

Allen Park  
Auburn Hills  
Beverly Hills  
Bingham Farms  
Birmingham  
Bloomfield Hills  
Bloomfield Twp.  
Canton Twp.  
Commerce Twp.  
Dearborn  
Dearborn Heights  
Farmington  
Farmington Hills  
Franklin  
Garden City  
Inkster  
Lathrup Village  
Livonia  
Melvindale  
Northville  
Northville Twp.  
Novi  
Oak Park  
Oakland County  
Orchard Lake  
Plymouth  
Plymouth Twp.  
Pontiac  
Redford Twp.  
Rochester Hills  
Romulus  
Southfield  
Superior Twp.  
Troy  
Van Buren Twp.  
Walled Lake  
Washtenaw County  
Wayne  
Wayne County  
Wayne County Airport  
Authority  
Westfield Twp.  
Westland  
Wixom  
Ypsilanti Twp.

### **PURPOSE**

The purchasing policy is to provide the Alliance of Rouge Communities (ARC) a reference tool regarding the purchasing of goods and services.

Specifically, the purpose of a purchasing policy for the Alliance of Rouge Communities is to:

- Ensure proper accounting procedures necessary to maintain efficient control over the ARC's expenditures.
- Ensure necessary authorization is obtained for applicable expenditures.
- Detail specific procedures for emergency purchases.
- Identify eligible expenditure reimbursements.
- Specify vendor selection guidelines.
- Detail the procedure for processing of invoices.
- Detail the procedure for check distribution.

### **EXPENDITURE CONTROL**

A summary of the purchasing policy is provided in following table with more detail provided in the following paragraphs.

Amount of Purchase	\$0 to \$999	\$1,000 to \$4,999	\$5,000 to \$9,999	\$10,000 to \$19,999	Over \$20,000
Public Bids Required	NO	NO	NO	NO	YES
Quotes Required	NO	3 Verbal	3 Written	3 Written	--
Type of Documentation Required	Receipt	Purchase Order	Purchase Order	Purchase Order	Contract
Formal Approval Required By	NO	Exec. Director	Exec. Director	Exec. Director AND Officer	Exec. Committee
Signature Required on PO and/or Contract	--	Exec. Director	Exec. Director	Exec. Director AND Officer	Exec. Director AND Officer

- **For Purchases between \$ 0.00 to \$ 999.00**  
The Executive Director can authorize with his/her signature. A receipt is required
- **For purchases between \$ 1000.00 to \$ 4,999.00**  
The Executive Director can authorize with his/her signature. Price comparison shall be prepared and attached to purchase order. Verbal quotes are acceptable. A Purchase Order shall be issued.
- **For purchases between \$ 5,000.00 to \$ 9,999.00**  
The Executive Director can authorize with his/her signature. Price comparison shall be prepared and attached to purchase order. Three written quotes will be received. A Purchase Order shall be issued.
- **For Purchase between \$ 10,000.00 to \$19,999.00**  
Purchases exceeding \$10,000.00 can be authorized by signature of the Executive Director of the ARC and a member of the Executive Committee. Price comparison schedule shall be prepared and/or reason for vendor selection to be filled out and attached to purchase order. Three written quotes will be received. A Purchase Order shall be issued.
- **\$20,000.00 and higher**  
Formal, publically advertised, competitive sealed bids are required. A Request for Bids shall be developed by the Executive Director, which shall be approved by the ARC Executive Committee. The Request for Bids shall require interested bidders to provide the following information as appropriate:
  - description of service or goods desired
  - desired delivery date or commencement date
  - desired termination date
  - bidder's qualifications
  - warranties
  - references
  - performance bonds (if required)
  - acquisition cost, fees, or other potential ARC financial obligation

The Request for Bids shall also indicate the following information:

- deadline to submit bids
- date, time and place that bids will be publicly opened
- address to which bids are to be submitted

All requests for bids shall include a statement that the Alliance of Rouge Communities Board reserves the right to accept or reject any or all bids to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the ARC, including bids that are not for the lowest amount.

Sealed bids shall be submitted to the ARC Executive Director by a date and time specified, and shall be marked on the outside “sealed bid for \_\_\_\_\_ (indicate goods and or services).” Each bid shall be stamped with date and time received. The ARC Executive Director or her/his designee and one ARC Executive Committee Member shall publicly open all bids submitted at the date and time indicated on the request for bids. All bidders shall be notified of the contract award in a timely manner.

No purchase shall be divided for the purpose of circumventing the dollar value limitation contained in this section. However, a series of purchases from one vendor which individually are within the above limits, but collectively exceed them, shall not be deemed to be one purchase for the purposes of this division if such series of purchases could not reasonably have been made at one time.

### **PURCHASE ORDERS**

All purchases shall require the issuance of a purchase order as described in Item #2 Expenditure Control, except for the following expenditures:

- Utilities
- Telephone
- Postage
- Publications
- Fuel oil and gasoline
- Intergovernmental Contracts
- Per Diems
- Insurance
- Payroll withholdings
- Contractual Obligations
- Professional Services Authorized by the ARC Executive Committee

Profession services, i.e. attorney, auditor, engineer must be retained by action of the ARC Executive Committee. Selection to be made on the basis of interviews and professional presentations before the ARC Executive Committee.

Professional services for specialized, one time only projects/programs expected to cost less than \$10,000, may be authorized by the ARC Executive Director or her/his designee and one additional ARC Executive Committee Member. Services over \$10,000 must be approved by the ARC Executive Committee.

A Change order in excess of \$2,500 will be noted to the ARC Executive Committee unless already addressed in the contract agreement.

A purchase order shall be issued provided that the nature of the purchase is indicated, the account number (taken from the annual budget) is provided and the account has a sufficient balance.

### **BLANKET PURCHASE ORDERS**

Requests for blanket purchase orders shall be made in the same manner as other purchases. The blanket purchase order shall contain the vendor, a general description of item(s) requested, amount of appropriation, period of time the blanket order will remain valid (maximum of 1 year, but not beyond the current fiscal year) and account number to charge the expense.

After the blanket purchase order is issued, the Executive Director shall draw on the order and keep a record of the cost of the items received until the blanket purchase order is completed.

The Executive Director shall still be required to adhere to the requirements set forth in the expenditure control section of this policy, when issuing blanket purchase orders. When certain monetary levels are exceeded the proper authorization, quotes and bids shall still be obtained prior to purchase.

### **EXPENDITURE AUTHORIZATION**

The Alliance of Rouge Communities shall not be responsible for any obligations incurred by an official or ARC Staff Member that is contrary to the provisions of this administrative policy. Authorization shall be obtained through the proper channels discussed in this purchasing policy.

### **EMERGENCY PURCHASES**

Occasionally, situations arise that do not allow pre-approval for expenditures. Situations that require immediate attention for the sake of public health and safety should be addressed accordingly. The expenditure shall be provided by the ARC Executive Director or her/his designee to the Executive Committee as soon as possible with the information explaining why the expenditure could not meet the pre-approval requirement.

### **TAX EXEMPT STATUS**

The Alliance of Rouge Communities is a tax-exempt entity and is not required to pay tax. Occasionally, ARC Staff Members purchase goods and/or services with their own funds and submit for reimbursement. Whenever possible, ARC Staff Members should obtain a tax-exempt certificate from the ARC Executive Director prior to the purchase.

### **PROCESSING OF INVOICES**

Requests for payments to vendors shall be documented in writing by a vendor invoice or, in the few instances where no invoice is forthcoming, by a written request by the ARC Executive Director. Except for rare exceptions (example: lost invoice), only original invoices shall be processed for payments, as statements or copies of invoices may result in duplicate payments.

ARC Staff Member expense reimbursements shall be documented on an expense voucher prepared by the ARC Staff Member. Invoices and expense vouchers shall include the following:

- Vendor name and mailing address
- Purpose of payment
- Total amount due
- Unit price and units delivered
- Date goods were delivered or services rendered
- Attached purchase order or resolution

### **CREDIT CARDS**

The Alliance of Rouge Communities will not issue nor allow the use of credit cards issued in the name of the ARC.

Receipts must be obtained for all purchases made using a personal credit card and submitted to the Executive Director's Office for tracking to respective invoices/billings. In those instances when a purchase order or voucher has not been approved prior to the purchase, the credit card holder shall submit receipts clearly marked with the appropriate account to be charged immediately upon return to the ARC to properly account for the purchase.

### **CHECKING ACCOUNT**

The ARC will maintain a checking account for purchases as defined by this policy. The Executive Director has the authority to request that a check be initiated. The ARC staff will generate the check. All ARC checks require the signatures of two members of the Executive Committee.

### **CONFLICTS**

The Executive Director must notify the ARC Executive Committee, in writing, of any known or perceived conflicts of interest within 48 hours of becoming aware of the potential conflict. The Executive Committee shall determine whether, in their opinion, a conflict exists. The decision will be forwarded, in writing, to the Executive Director within seven days of the conclusion of next Executive Committee meeting. The decision of the Executive Committee is final. If it is determined that a conflict exists, the Chair of the ARC, or his/her designee, will assume the duties of the purchasing agent.